

INDEPENDENT SCHOOL DISTRICT #821
MENAHA GA, MINNESOTA

TRANSPORTATION EMPLOYEES'
TERMS AND CONDITIONS OF EMPLOYMENT
HANDBOOK

JULY 1, 2025~~3~~ – JUNE 30, 2027~~5~~
Board Approved Date



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INTRODUCTION

This Handbook contains information pertaining to Transportation employees' employment with Independent School District No. 821, Menahga (hereinafter "District"). The information contained in this Handbook may be changed by the School Board at its discretion. Nothing in this Handbook establishes any form of contract between a Transportation employee and the District, nor does anything in the Handbook alter a Transportation employee's at-will employment relationship with the District. In the same sense that an employee can resign his/her employment with the District at any time, for any reason or no reason at all, so can the School Board terminate a Transportation employee's employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this Handbook, the revisions will be issued to all Transportation employees.

DEFINITIONS

Terms and Conditions of Employment:

The term, "terms and conditions of employment," means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than District payment of, or contributions to, premiums for group insurance coverage for retired employees or severance pay, and the District's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of Minnesota's Public Employment Labor Relations Act (hereinafter "PELRA"). All terms and conditions of employment for employees, including hours of work, compensation, and fringe benefits, whether included in this Handbook or not, shall be set by the School Board.

Driver:

The term, "Driver," means an employee who is assigned to drive a District-owned bus or van for the purpose of regular transportation of students to and from school. For the purpose of this agreement, a full-time driver is defined as a driver who drives two routes per day (i.e. morning and afternoon) for the entire school year.

District:

For purposes of administering this Handbook, the word, "District," shall mean the School Board or its designated representative(s).

INHERENT MANAGERIAL RIGHTS

The District has complete authority on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.

All employees covered by this Handbook shall perform the duties and services prescribed by the School Board and shall be governed by School Board rules, regulations, directives, and orders, issued by properly designated officials of the District. The School Board may promulgate rules, regulations, directives, and orders from time to time as deemed necessary.

COMPENSATION AND EXPENSES

Compensation:

The compensation of Transportation employees covered by this Handbook will be determined every other year by the School Board.

Mileage:

Employees shall be paid a mileage rate established by the District for the use of their own vehicles to conduct District business. All mileage must be pre-approved in writing by the Superintendent.

Uniforms:

Employees shall receive a personalized jacket as selected by district for the second year of the agreement.

GROUP INSURANCE

Health and Hospitalization Insurance:

Full-time employees shall receive the annual sum of ~~\$3,192~~ \$4,800.00 for 202~~53~~-202~~64~~ and ~~\$3,192~~ \$4,800.00 for 202~~64~~-202~~75~~ to be applied toward the premium for the District's group health and hospitalization insurance plan. HDHP/HSA participants shall receive the following contributions to their HSA or VEBA account: \$30.00/month for 202~~53~~-202~~64~~ and \$30.00/month for 202~~64~~-202~~75~~. The specified contributions mentioned in this section shall be prorated based on their FTE for those employees who are employed part-time.

If the premium of a single or family health plan is less than the School District premium contribution stated above, the difference will be deposited, on behalf of the employee, into the employee's qualified H.S.A. or VEBA, account or the premium on the district dental plan as elected by the employee.

Other Insurances:

If the employee does not choose to participate in the District's group health and hospitalization insurance plan, said employee may elect to have the District's contribution to health and hospitalization insurance premiums applied to the District's dental plan this amount is not to exceed \$1,400 for 202~~53~~-202~~64~~ and \$1,400 for 202~~64~~-202~~75~~.

Long-Term Disability Insurance:

The School District shall contribute toward the premium costs for the School District's group long-term disability insurance plan a sum not to exceed \$250.00 annually for each employee who qualifies under the district group plan.

Claims Against the District:

The District's only obligation is to purchase an insurance policy and pay such amounts as noted in this Handbook, and no claims shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Termination of Employment:

Upon termination of employment, all District contributions toward an employee's insurance premium shall cease.

Retired Benefits:

An employee who retires from the District, after being employed for three (3) or more consecutive years and who is at least fifty-five (55) years of age and less than sixty-five (65) years of age, shall have the opportunity of continuing his/her policy under the District's group health and hospitalization insurance plan for District employees until age sixty-five (65), providing the insurance company accepts him/her, by paying the full premium. Said premium shall be due and payable on or before the 15th day of the month preceding actual coverage, payable through the District's business office in installments as the District shall direct.

SICK LEAVE**Amount of Sick Leave:**

Employees shall earn sick/disability leave at the rate of 9 days each year of service in the employ of the School District. Leave days will be available to each driver on the first day of ~~inservicein-~~service.

Accumulated days will be carried forward to the next contract year and newly earned days will be added to the days carried forward. Unused sick/disability leave days may accumulate to a maximum credit of 60 days per employee at the end of each contract year.

Accumulation:

An employee shall not accumulate sick leave while on a non-paid status, except when on a military leave.

Use:

Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to personal illness, physical disability, or dental or medical care that could not be received at a time outside the employee's regular work schedule which prevented the employee's attendance and performance of duties on that day(s). An employee may use his/her accumulated sick leave pursuant to M.S. 181.9413.

Medical Certificate:

The District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay. Said medical certificate shall be furnished to the Superintendent, in the event five (5) or more consecutive days of sick leave are taken. However, the final determination as to the eligibility of an employee for sick leave is reserved to the District.

Deduction:

Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Pallbearer/Color Guard:

One (1) day of sick leave per year may be used to serve as a pallbearer or color guard at a funeral.

Notification:

Employees shall notify the Superintendent or his/her designee in writing as soon as possible of their use of sick leave so that arrangements may be made to carry on the work.

WORKERS' COMPENSATION

Pursuant to M.S. Chapter 176, an employee who, because of sickness or injury while in service to the District, is collecting workers' compensation benefits may draw accrued sick leave and receive full salary from the District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from any accrued sick leave.

OTHER LEAVES OF ABSENCE***Bereavement Leave:***

One (1) to five (5) days of sick leave may be allowed for the death of members of the "immediate family" (defined as spouse, parent, children, brother, sister, foster children, guardian, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grand-parent-in-law). These bereavement leave days will be deducted from accrued sick leave. The Superintendent shall determine the number of days that shall be allowed.

Military Leave:

Military Leave shall be granted pursuant to applicable law.

Jury Duty:

Employees required to serve on jury duty shall receive their regular salary for regular work time spent in such capacity. However, the employee is required to turn over to the District any per diem received as a result of serving on a jury. Monies received as expenses shall be kept by the employee.

Personal Leave:

All employees covered by this Handbook may be granted, at the Superintendent's written discretion, a leave of no more than two (2) days per year, ~~non-accumulative~~, for situations that arise requiring the employee's personal attention which cannot be attended to outside the normal work day and are not covered under any other provision of this Handbook. Any unused personal leave days will be paid out at a rate of \$120 per full day on June 30.

Deaths, funerals, court appearances, estate settlements, and weddings are examples of situations for which this leave may be granted by the Superintendent.

Personal leave shall not be granted to perform work for pay or self-employment.

Requests for personal leave must be made in writing to the Superintendent at least three (3) days in advance, except in the event of an emergency.

~~Not more than one (1) employee in a department shall be granted personal leave at any one time, except in the event of an emergency. Time off requests for medical will take priority over personal time off requests.~~

Personal leave may not be used on a day preceding a holiday or vacation period, or the day after, except in the case of an emergency, whereby a written request may be made to and granted at the sole discretion of the Superintendent.

Unpaid Leave:

Other leaves may be granted by the Superintendent, without pay to the employee, at the absolute discretion of the Superintendent.

Employees who are on an unpaid leave may continue to maintain their membership in the District's health and hospitalization insurance plan for the duration of their unpaid leave. The employee is responsible for the entire premium amount which must be paid on a monthly date determined by the District.

Section 5. Minnesota Paid Leave:

Subd. 1. Use: Effective January 1, 2026, Minnesota Paid Leave will provide partial wage replacement and job protections to eligible teachers, as prescribed in Minnesota Statutes, chapter 268B.

Subd. 2. Request: When this program is implemented, teachers shall follow the process prescribed by the State of Minnesota to request leave.

Subd. 3. Premiums: Upon implementation, as prescribed by statute, the School District will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the State of Minnesota. The default employee portion is fifty percent (50%) of the premium costs. Any subsequent changes in premium will be split with the employer paying fifty percent (50%) and the employee paying fifty percent (50%).

Subd. 4. Supplemental Benefits: Teachers may opt to use available leave to supplement the partial wage replacement benefits received from the Minnesota Paid Leave program. Total compensation received may not exceed the employee's regular wages.

403(b) Plan

403(b) Match:

Beginning with the 202~~53~~-202~~64~~ year the district shall make a matching contribution, not to exceed ~~\$450~~ \$1,000~~500.00~~ per year, for each full-time employee.

Election:

The employee's election shall not be subject to revocation or modification for the remainder of the school year. Once an eligible employee elects to participate in the 403(b) annuity matching program said election shall continue each subsequent year unless modified by the employee who must notify the School District and annuity carrier.

PROBLEM SOLVING PROCEDURE

The channeling for problem-solving (procedure) shall be as follows:

1. Immediate supervisor
2. Principal
3. Superintendent
4. School Board

Problems presented directly to the School Board must be referred back through the proper channels.

Matters referred to the Superintendent or School Board shall be in writing and be specific to the problem, only.

SALARY SCHEDULE
202~~53~~-202~~64~~ AND 202~~64~~-202~~75~~

Route driver’s salaries and extra driving pay shall be determined according to the following guidelines:

SALARIES:

- Salaries shall be determined according to the following schedule:

Miles	202 53 -202 64	202 64 -202 75
41-50	<u>22,173</u> 20,649	<u>22,838</u> 1,527
51-60	<u>22,338</u> 0,853	<u>23,008</u> 21,687
61-70	<u>22,504</u> 21,009	<u>23,180</u> 21,849
71-80	<u>22,681</u> 1,173	<u>23,361</u> 2,020
81-90	<u>22,844</u> 1,326	<u>23,530</u> 2,179
91-100	<u>22,999</u> 21,469	<u>23,689</u> 329
101-120 101-110	<u>23,340</u> 21,623	<u>24,040</u> 22,488
121-130 111-120 121-120	<u>23,514</u> 21,788	<u>24,219</u> 22,660
131-140 121-130 131-130	<u>23,680</u> 21,951	<u>24,390</u> 22,829
141-150 131-140 141-140	<u>23,848</u> 22,106	<u>24,563</u> 22,990
151-160 141-150 151-150	<u>24,014</u> 22,262	<u>24,735</u> 23,153
161-170 151-160 161-160	<u>24,182</u> 22,418	<u>24,908</u> 23,315
161-170	22,575	23,478
Extra Driving Rate	<u>\$23.50</u>	<u>\$24.25</u>

- Route mileage shall be determined on the first day of each month.
- ~~One (1)~~ **Three (3)** dollar per month, per year of service shall be added to the base pay.

- ~~4. A bus driver's salary shall be deducted, based on the number of student contact days, plus five (5) holidays (i.e., a normal school year is 172 student contact days plus 5 holidays) times the yearly salary for each day that the driver does not drive, that is not covered under any of the leave provisions of this Handbook.~~
5. The District shall hire and pay substitute drivers at a rate set by the District.
6. Incentive Pay:
- Upon completion of 50 full routes (or 100 halves) in a given school year, all bus drivers including substitutes will receive a ~~\$400.00~~ \$9700.00 stipend for that school year.
 - Upon completion of 100 full routes (or 200 halves) in a given school year, all bus drivers including substitutes will receive a ~~\$400.00~~ \$9700.00 stipend for that school year.
 - Upon completion of 150 full routes (or 300 halves) in a given school year, all bus drivers including substitutes will receive a ~~\$400.00~~ \$9700.00 stipend for that school year.
 - The stipends shall be paid December 15th, March 15th, and June 15th of each contract year dependent upon the completion of the requirements.
- ~~7. For the 2021-2022 contract year only, each driver, whether part-time or full-time, who has been employed on or before November 15th, 2021 shall receive one-time payment of \$400 to be paid on the December 15th, 2021 payroll.~~
8. Driver's additional duties will cover any snow or e-learning days and will not be deducted from salary.
9. Lift Bus Certification: For any lift bus routes, all drivers and cover/standby drivers assigned to drive a lift bus must complete an annual lift bus certification training program. The intent of the training is to ensure each driver is trained and knowledgeable in the types of wheelchairs used by District students. It is best practice and priority to run a lift bus route will be given to a driver if the lift bus driver has been trained in CPR and has one of the following TMA, CNA, LPN, RN training. Trained Lift bus operators will earn an extra \$10 per 1/2 route.

EXTRA-DRIVING PAY

Late Bus Activity Route/Practice Bus/Sub Route:

- The District shall hire and pay drivers as needed.
- Drivers shall be hired, as needed, when school is in session. At the discretion of the school district.
- The "late bus driver" and sub drivers shall be paid \$74.7568 per trip, for 20253-20264 and \$74.75 69 for 20264-20275. "Late bus drivers" and sub drivers shall receive \$.50/mile for each mile over fifty (50) miles regardless of the number of riders.
- The District reserves the right to cancel the "late bus schedule" for any given day or week. If the District notifies the driver prior to 3:00 p.m., that the route is cancelled for that day, payment will not be made for that day.

Extra Trips:

~~For the first two (2) hours of an extra trip, the route driver shall be paid at his/her regular route pay. For all hours thereafter,~~ The bus/van driver shall be paid at the rate of ~~\$18.00~~ \$232.500 per hour for 202~~53~~64 and ~~\$234.2500~~ per hour for 202~~64~~75. The minimum compensation for any extra-curricular trip shall be two (2) hours.

In the event the driver is not informed of the extra-curricular trip cancellation at least two (2) hours prior to the scheduled departure time ~~and is unable to drive his/her regular route,~~ said driver shall be entitled to ~~his/her~~ two (2) hours of ~~regular route~~ pay. If the trip is cancelled two (2) or more hours in advance, no pay shall be given.

Extended Field Trips:

Bus drivers shall be paid for driving for extended field trips at a rate mutually agreed upon in writing between the driver and the Superintendent.

Extra Driving:

The District reserves the right to hire bus drivers who are not regular drivers for any and all extra driving. However, all extra trips, excluding field trips/class trips/trips by van/extra-curricular or paired activities, shall be offered to the regular route drivers on a volunteer basis. Trips not volunteered for shall be assigned on a rotating basis. Substitute bus drivers shall be paid per the District's substitute pay policy. The District shall determine the need for extra bus driving.

Trailer Stipend: Bus drivers shall be paid a \$45 per trip stipend will be paid when the driver is required to pull a trailer as part of a trip.

Pay Period:

All regular route driver salaries shall be paid over a twelve (12) month basis.

Compensation criteria for Coaches/Advisors driving:

Regarding transportation, a bus (whether full size, mid bus or van) and a bus driver will be provided for teams who are traveling to away games. If a driver is unavailable, the following will apply:

- When all options have been exhausted to provide a driver for a team and a coach/advisor is needed to drive, they will be compensated the same as a regular driver, being paid the going transportation hourly rate for the duration of the trip event. This includes pre-trip inspection time, drive time to the event, time of the event, return drive time and post-trip inspection.
- Coaches/Advisors who chose to drive when a driver and bus is available will NOT be compensated.
- ~~Coaches/advisors who drive to practice will NOT be compensated.~~

CLASSIFICATION: Transportation 5.2

POSITION TITLE: BUS DRIVER

WORKING RELATIONSHIP:

Immediate Supervisor: Transportation Supervisor/Head Bus Driver, then Principal, then Superintendent.

JOB SUMMARY: Drives school buses to transport students to and from school and for special events; disciplines riders as necessary, performs safety checks of buses, and maintains logs of bus operation.

QUALIFICATIONS: Specific training or job experience required before appointment, School Bus Drivers License endorsement, minimum 21 years of age, and satisfactory driving record. Must pass pre-employment drug/alcohol screening. All bus drivers shall be enrolled in the district's random drug screening program and will be screened throughout the school year. Pre-enrollment training by transportation supervisor.

PHYSICAL REQUIREMENTS: Be able to sit, stand or walk for a minimum of 8 hours. Be able to bend, squat, crawl, climb, reach above shoulder level, crouch, kneel, balance, push/pull, lift/carry up to 20 pounds.

Job requires employee to use feet/foot, hand(s) for repetitive tasks.

Employee may be required to: work on unprotected heights; be around moving machinery; be exposed to marked changes in temperature and humidity; drive/operate equipment; be exposed to dust, fumes and gases.

TASKS:

1. Drives school bus to transport students to and from school and for special events.
2. Monitors student's behavior and determines appropriate discipline within established guidelines.
3. Performs safety checks of buses to insure safe operation, checking fluid levels, lights, and arm.
 - 3.1 Follows pre-trip inspection and safety check before the bus leaves the lot.
 - 3.2 Knows and understands all operating and control procedures for all busses.
 - 3.3 Warms up the bus according to local procedures and operator manual.
 - 3.4 Follows post-trip inspection and clean up procedures.

4. Fills in logs of rider attendance, trip mileage and purpose, and fuel amounts.
 5. Cleans windows and sweeps buses, maintains clean appearance of busses inside and out.
 6. Recommends changes in bus routes to Transportation Supervisor.
 7. Keep fuel and oil levels full at all times.
 8. Use spare bus when regular route bus is not available.
 9. Available for extra curricular driving.
 10. Performs other duties as assigned.
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