

## Summer Procedures 2019

Concerns pertaining to summer work not covered by this document will be discussed between management and the summer procedure committee. If discussion cannot be scheduled or agreement cannot be reached, management will take steps to ensure that the required work is completed while discussion is pending.

Management and DUTU agree to continue to research and provide when feasible, environmentally friendly cleaning products for the purpose of summer bus cleaning.

### Postings

#### **1. Initial Summer School Pick Time Posting**

- a. Union President will be given notification prior to the posting of sign-up sheets for summer pick times.
- b. Summer pick times are assigned in seniority order through the summer work sign-up sheets.
- c. Assigned summer pick times will be posted the second week of May.
- d. Not signing the Summer School Pick Time Posting does not make an employee in-eligible for summer work.

#### **2. Initial Summer Work Postings**

- a. Summer work will be posted with the most accurate information available at the time, to include school times and dates, estimated route times and hours.
- b. Hours/dates on postings are estimated and not guaranteed.
- c. MSDS sheets and/or ingredient lists for cleaning products to be used by the summer bus cleaners can be provided upon request.

#### **3. Continuing Summer Work Postings**

- a. Work that becomes available after summer pick will be posted for two days. Available work will be posted each Monday and Wednesday by 7:00 am.
- b. Employees must submit a completed Summer Proxy if interested in posted work no later than 6:00 am on Wednesday for Monday/Tuesday postings, and no later than 6:00 am on Friday for Wednesday/Thursday postings.
- c. Calls to offer work that has been posted will be made on Wednesdays and Fridays. Each employee called will be given 1 hour to respond or will be passed. Employees that are working at Transportation when calls are made will be given one half hour beyond their punch out time to respond.
- d. The telepost will be updated every Monday and Wednesday by 7 am.
- e. After the initial summer pick is complete, employees will be limited to changing summer work assignments to no more than **two times**.
- f. No employee may sign for or accept summer work that they previously held.

- g. Proxy work will be handed out by seniority except for partial post work that extends the driver's day. These posts will be assigned based upon seniority and appropriate zone location.
- h. Completed proxies must be submitted directly to a Route Manager.
- i. Work with an anticipated duration of less than three days will not be posted/reposted.

## **Assignment of Work**

### **1. Stand-by Drivers and Assistant**

- a. Assignment of work to stand-by drivers and stand-by assistants will be based on seniority and hours, with the most hours going to the most senior employee in each classification, provided that information is known at the time of assignment.

### **2. Extra Work**

- a. A daily sign-up sheet will be provided when work is available to properly licensed employees and/or assistants who make themselves available for route work. To be considered for the assignment of such work, proper attire and shoes must be worn.

### **3. Surrendering Work**

- a. Any employee that wishes to surrender their chosen or awarded summer work must do so at least two (2) post cycles in advance.
- b. Except in cases of documented emergencies, the employee that surrendered the work will complete the work during the period before it is accepted by another employee .
- c. Except in cases of documented emergencies, work may only be surrendered on Tuesdays or Thursdays before 9:00 a.m.
- d. Work must be surrendered to a Route Manager.

### **4. Route Books**

- a. Upon receiving summer route work, each driver and assistant shall create cover sheets and assist Routers in maintaining accurate route books for the time period that they hold the route.
- b. Route books must be taken at the start of each shift and returned after shift completion.

## **Cancellations**

### **1. Route/Run Cancellations**

- a. In the event an employee receives a written permanent cancellation of his/her route/run, the employee may elect to make him/herself available and receive his/her guarantee for five days. The employee that makes him/herself available may be assigned to work outside their classification. If a reasonable assignment has been made and refused the employee will be asked to leave and are no longer eligible for their guarantee.
- b. If an employee is aware of a permanent cancellation or a student that hasn't ridden for three (3) consecutive days, the employee must report non-ridership to the Routers for clarification of the student's status by the conclusion of the third consecutive day.
- c. In the event an employees' route/run is cancelled temporarily or there is a student no-go, the employee may elect to make him/herself available and receive his/her guaranteed route time. The employee that makes him/herself available may be assigned to work outside their classification. If a reasonable assignment has been made and refused the employee will be asked to leave and are no longer eligible for their guarantee.

## **Summer Work/Time Off Guidelines**

On page 43 of the DUTU Agreement, Article XIII, Calendar, Section 13.1, Work Year #4, it states that: "Summer school drivers shall be allowed up to two (2) days off work without pay during summer school provided it is not taken within the first five (5) days\* of summer school. Notification shall be given to the Director of Transportation (or his/her designee) at least one (1) week in advance of any such days off." These five (5) days are identified by your individual summer schedule, and includes all summer work.

The above language applies to all summer school drivers, assistants and all other 10-month employee classifications.

Reminder: Any violation of these guidelines will result in progressive discipline up to and including possible discharge.