

Summer Procedures 2025

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. *There will also be an annual discussion and mutual agreement made between DUTU and U-46 Administration on standby punch times for summer programs.*

Management and DUTU agree to continue to research and provide environmentally friendly cleaning products.

Postings

1. Initial Summer School Pick Time Posting

- a. The Union President will be given notification prior to the posting of sign-up sheets for summer pick times.
- b. In order to pick for summer work, you must be released from any leave of absences with no restrictions within your job classification.
- c. Summer pick times are assigned in seniority order through the summer work sign-up sheets.
- d. Assigned summer pick times will be posted the second week of May.
- e. Signing the Summer School Pick Time Posting Sheet guarantees an employee a time for summer pick day. An employee is still eligible for summer school work after pick day by viewing and bidding on open opportunities.

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.
 - i. Hours and days are estimated and are subject to change. All full-time drivers and assistants will be guaranteed a minimum of two (2) hours for the shifts worked.
- c. MSDS sheets and/or ingredient lists for cleaning products 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 communicated via *Telepost* every Monday and Wednesday by 8:00 am. The posting detail will be available for viewing in a master spreadsheet and via scanned copies of routes/extra work in the Google Drive.

- b. If an employee is interested in the work offered, he/she may either electronically fill out a proxy or go to Transportation and complete a proxy and submit directly to a Route Manager.
- c. 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.
- d. Calls to offer work that has been posted will be made on Wednesdays and Fridays beginning at 9 am. Each employee called will be given 1 hour to respond or will be passed. Employees that are working at Transportation will be called via 2-way radio or notified in person to come see the office staff to come sign for awarded work.
- 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. All posted work will be handed out by *classification / department / seniority*.
- h. Work with an anticipated duration of less than three days will not be posted/reposted.
- i. If you choose to select a position that is outside of your classification, your hourly rate of pay will be at the chosen job classification. For example, Drivers being awarded Assistant work will be paid at the corresponding hourly Assistant step on the currency wage scale.

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, hours and location with the most hours going to the most senior employee. If there is a need of moving stand bys between buildings, work will be handed out by department seniority with the most hours going to the most senior employee.

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.
- b. Any work outside of the primary category assignment will be listed on the posting prior to bidding after being discussed and agreed upon with DUTU.

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. Work must be surrendered to a Route Manager.

4. Route Books

- a. Upon receiving summer route work, each driver and assistant will assist Routers in maintaining accurate route books for the time period that they hold the route.
- b. Route books should be brought in after each shift and placed in your mailbox.

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 (5) 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 canceled 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

As stated in the DUTU Agreement, Article XIII, Calendar, Section 13.1, Work Year #5, it states that: "Summer school bus drivers and route assistants will 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." These five (5) days are identified by your individual summer schedule, and include 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 as outlined in Article XVI in the current Agreement between the District and DUTU.

Summer Field Trips Sign Up

There will be a sign up sheet available for summer trips at the beginning of viewing until pick is complete. Summer trip picks are open to **all** drivers, regardless of whether you hold a summer route/extra work. Trips are awarded on a rotating seniority basis. If you choose to pick a route as well as be on the trip list, your route/extra work is your primary responsibility. Routes/extra work will **not** be covered in order to perform your trip.