

**CEDAR RAPIDS  
COMMUNITY SCHOOL  
DISTRICT**

**EMPLOYEE HANDBOOK**

**2018-2023 School Years  
(2020-2021)**

**All bus drivers and bus attendants of the Cedar Rapids  
Community School District**

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## SECTION 1 INTRODUCTION

### A. APPLICABILITY

This Employee Handbook shall apply to all bus drivers and bus attendants of the Cedar Rapids Community School District. It does not apply to any other employees of the Cedar Rapids Community School District.

### B. EFFECT OF EMPLOYEE HANDBOOK

This Employee Handbook is not intended to imply any contract of employment or any contractual rights. This Employee Handbook manual does not represent a contractual obligation on the part of the Cedar Rapids Community School District or its duly authorized representatives. It is each employee's responsibility to become familiar with the policies and procedures of this organization.

This Employee Handbook shall be maintained solely by the District. The Board of Directors of the Cedar Rapids Community School District and/or the District's administration has the ability to interpret and imply provisions of the Employee Handbook.

Changes to the handbook are at the discretion of the District. However, before changes are made to the handbook, the union must be notified and have an opportunity to discuss and provide input regarding the proposed changes.

### C. EFFECTIVE DATES

This Employee Handbook shall be effective upon being approved or accepted by the Board of Directors of the Cedar Rapids Community School District or its duly authorized representatives. It shall be in effect for the duration of the school year in which it was approved, unless it is modified using appropriate procedures, including providing notice to all employees covered by this Employee Handbook.

### D. SAVINGS CLAUSE

Should any section or language of this Employee Handbook be declared illegal by a court of competent jurisdiction, then that section or language shall be deleted from this Employee Handbook to the extent that it violates the law. The remaining sections and language shall remain in full force and effect.

### E. DEFINITIONS

1. The term "Board", as used in this handbook, will mean the Board of Directors of the Cedar Rapids Community School District or its duly authorized representatives.

2. The term “District”, as used in this handbook, will mean the Cedar Rapids Community School District.
3. The term "employee", as used in this handbook, will mean all bus drivers and bus attendants of the Cedar Rapids Community School District.
4. The term “route” as used in this handbook, will mean a regular (more than once a week) schedule between a student’s home and school or school and home with the exception that routes pertaining to Kids on Course (KOC) will be considered to be trips.
5. The term “trip” as used in this handbook, will mean a non-routine schedule transporting people between two or more locations.

## SECTION 2 WORK DAY AND WORK WEEK

### A. WORKDAY

The normal work day for each employee shall be scheduled according to the needs of the District. The normal hours shall be designated by the responsible administrator. All employees shall perform services on those days as determined by the District to be work days, including those legal holidays on which the District is authorized to conduct school and pursuant to such authority has determined to conduct school.

### B. MODIFIED WORKDAY

1. School Closure: In the event that schools are closed, as determined by the Superintendent or designee, employees shall not be required to report for work unless required to do so by the Manager-Transportation.

Employees that have an assigned report time that is within one (1) hour of the school closure announcement shall be paid a guarantee of bid route time at the appropriate rate of pay if they have punched in for work. If the employee chooses to leave prior to being released by the Manager or designee, the employee forfeits the guarantee and will not be paid for hours worked.

If the school closure announcement has been made at least one (1) hour prior to the employee's assigned report time, the employee will not be paid.

2. Delayed Start to the School Day: In the event that the Superintendent or designee declares a delay in the start of the school day (notification through designated media outlet as determined by the Manager of Transportation or designee) those employees who report for work, and who have an assigned report time that is one (1) hour or less of the school delay announcement shall be paid. Other employees

will be required to adjust their time accordingly and will be paid the regular assigned route time and rate of pay.

3. District Early Dismissal: Employees who are required to report twice on an early dismissal schedule shall receive a minimum of two and one half (2-1/2) hours at the appropriate rate of pay for each portion of their assigned route.

Those employees that are required to report for any portion of their assigned route shall be paid a guarantee of two and one half (2 -1/2) hours at the appropriate rate of pay. Those routes not affected by an early dismissal schedule will receive the appropriate assigned time and rate of pay for that route.

When an employee has conflicting routes, trips and/or meetings, she/he will have the choice as to whichever they prefer and will be paid for that election.

4. In-service Days: Employees required to report for work on an in-service day will be paid the appropriate route time and the appropriate rate of pay for their assigned route(s). The District may assign additional duties during the route time guarantee.
5. All continuing education classes and first aid classes shall be held on scheduled in-service days, whenever possible, during normal working hours.

C. WORKWEEK

The work week shall be Saturday through Friday.

D. PROBATIONARY PERIOD

All new employees shall serve a probationary period of forty-five (45) working days. The probationary period shall commence on the first assigned work day.

SECTION 3 GROUP INSURANCE

A. HEALTH INSURANCE

Employees who are budgeted to work thirty (30) or more hours per week are eligible for a District contribution toward the purchase of health insurance. Each employee participating in the District's health insurance program will receive a contribution of up to six hundred eighty-five dollars (\$685.00) per month for the 2020-2021 school year. Any portion of the premium not contributed by the District shall be borne by the employee. If District health insurance is not elected, the employee shall not receive the District contribution for health insurance and no credit is given if health insurance is waived.

B. WORKERS COMPENSATION

If an employee qualifies for workers compensation benefits, and the employee elects to have the District supplement the benefits, the following procedures shall apply:

Option A

1. The District shall pay the employee's regular rate of pay for the number of days the employee has accumulated as sick time.
2. The employee shall endorse and assign the workers compensation payments to the District for that period of time.
3. One (1) day of accumulated sick leave shall be deducted for each day of absence.
4. The employee shall retain the workers compensation payments for periods of time following the exhaustion of accumulated sick leave.

Option B

If an employee qualifies for workers compensation benefits and the employee elects not to have the District supplement the benefits, the employee shall retain the workers compensation benefits and the District shall deduct from the employee's accumulated sick leave an amount of time proportionate to the amount of workers compensation payments made to the employee.

The employee shall notify the District of his/her option within three (3) days of receipt of the District's notice to make such an election. Failure to report within such time limit shall be treated as an election not to have the District supplement the benefits.

C. TORT LIABILITY INSURANCE

The District shall pay the premium for the liability insurance covering performance of job-related duties as provided in Chapter 670, Code of Iowa.

For the purpose of: D. Life Insurance and E. Long Term Disability Insurance, an eligible employee will be one who works thirty (30) hours or more per week.

D. LIFE INSURANCE

A group term policy in the amount of \$50,000 life insurance and \$50,000 accidental death and dismemberment coverage is provided by the District at no cost to the employee, subject to the terms and conditions of the plan.

E. LONG TERM DISABILITY INSURANCE

For each eligible employee, the District shall pay the premium for the plan in force on the effective date of this handbook.

SECTION 4 LEAVES OF ABSENCE

A. PERSONAL ILLNESS OR DISABILITY LEAVE

All regular employees shall be granted leave without loss of pay as follows:

At beginning of employment	10 days (prorated)
Second year of employment	11 days
Third year of employment	12 days
Fourth year of employment	13 days
Fifth year of employment	14 days
Sixth year of employment	15 days
and each subsequent year	

Personal illness or disability leave shall be pro-rated, based upon regular daily assigned hours, excluding extra trips. Leave time shall not be adjusted for FTE changes of less than two hours. Personal illness or disability leave pay shall be approved by the Manager-Transportation or designee after submission of an Employee Absence Report form. A medical doctor's certificate may be required to verify illness granted under this provision. Personal illness or disability leave may be accumulated to a maximum of one hundred eighty (180) days.

B. JURY DUTY

An employee called for jury duty, shall receive full pay less the amount of money paid for such service. Application for leave for jury duty should be made to the Superintendent or designee. When a juror is not required to be available for full-time jury duty, the employee is expected to report for regular work.

C. EMERGENCY LEAVE

An employee may be granted three (3) days of emergency leave per year with pay. Emergencies which qualify for use of this leave are those extraordinary situations that arise requiring the employee's attention which cannot be attended to outside of work hours and which are not covered under other provisions. Leave requests will be considered on their individual merits. An oral request shall be submitted in advance and then confirmed in writing within five (5) days after returning to work. The request shall state the reason for the leave. If the leave request is not approved, the absence shall be deducted at the appropriate hourly rate.

D. BEREAVEMENT

In the event of death in the immediate family, an employee shall be granted up to five (5) days of leave of absence at the time of such death. The leave granted shall be without loss of pay or deduction from personal illness or disability leave but shall not be cumulative. The immediate family shall mean father, mother, son, daughter, husband, wife, brother, sister, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchild or grandparent.

The death of some other person may warrant the same treatment as listed for the above category. Such cases will be considered on an individual basis. The amount of leave allowed for death of some other person is subject to the discretion of the responsible administrator and the granting or withholding of such leave shall not be precedential nor be subject to the provisions of section 4 of this handbook.

E. MILITARY LEAVE

Military leave shall be granted in accordance with applicable federal and state laws. Employees who are subject to state or federal military reserve duty shall make every reasonable effort to arrange for reserve military training when school is not in session

F. GENERAL LEAVE

An employee who applies for and is granted one or more general leaves of absence will be assigned his/her previously held route upon return to duty as long as the number of general leave days for all of the leaves granted do not exceed a total of twenty-five (25) working days. The employee's seniority ceases to accumulate while on unpaid general leave. Leaves of absence for the purpose of taking other employment will not be granted.

G. MEDICAL LEAVE

When an employee is absent from his/her position because of personal illness, disability or serious illness in the family, the employee shall maintain the right/incumbency to his/her previously held route for up to twelve (12) weeks. The District may request a statement from a medical doctor to verify the need for the appropriate dates for such leave. Employee's said route will be put up for temporary bid if the employee is to be off for twenty-five (25) days or longer and will be posted the first day after notification.

H. PERSONAL LEAVE

It is recognized that certain personal matters cannot be cared for after school hours, on weekends or during vacation periods. Each employee shall be allowed two (2) days personal leave, the scheduling of which shall be subject to the approval of the responsible administrator. Personal leave shall not be approved in the first ten (10) or the last ten (10) days of the student school year. Such leave shall not be deducted from regular sick leave

and if unused at the end of the fiscal year, shall accumulate to a maximum of five (5) days.

## SECTION 5 HOLIDAYS

A. Employees shall be granted the following holidays with pay.

Labor Day	Memorial Day
Thanksgiving Day	New Year's Eve
Friday after Thanksgiving	New Year's Day
Christmas Eve	Good Friday
Christmas Day	

B. If the holiday falls on Saturday, the time off with pay shall be granted on the preceding Friday. If the holiday falls on Sunday, time off with pay shall be granted on the following Monday. Notwithstanding any other provision of this section, if any holiday shall fall on a day when students are present the District shall pay that holiday on the next non-work day.

C. An employee may be granted leave on the work day prior to or subsequent to the holiday without loss of pay on the holiday, provided the employee has received prior approval from the responsible administrator. Any unexcused absence on a day before or after a holiday, shall cause a forfeiture of pay for both the day of the unexcused absence and the holiday.

## SECTION 6 BIDDING PROCEDURE

A. VACANCIES OF ROUTES

No later than the first working day of October of each school year, the District shall offer employees the right to bid on unassigned routes or new routes as established by the District. Routes open for bid shall be posted and bid for not less than three (3) working days. These routes shall be filled on the basis seniority in the District. Seniority shall be determined in accordance with the master contract. Any employee on approved paid leave shall be allowed to bid on a route.

When an employee has bid and has been awarded a route and such route has retained essentially the same hours and geographical area as determined by the Manager-Transportation, such employees will be deemed to hold incumbent bid rights to that route. Routes shall not be put up for bid if an employee has established an incumbent right as defined in this paragraph. All completed routes shall be guaranteed a minimum of two and one half (2-1/2) hours. Routes that overlap still only receive the two and one half (2-1/2) hours. An employee may give up his/her incumbency in a route prior to bidding of routes and shall not be able to bump but may be allowed to bid on open routes.

Route openings that occur after October bidding and which are expected to continue for more than twenty-five (25) working days, shall be posted upon notification for bid for not less than three (3) working days.

If an employee who holds incumbent bid rights is deprived of his/her route for whatever reason, other than discipline, that employee may take any open route or that of the least senior employee.

Temporary bids shall be posted to cover long term absences.

All routes that are not filled through the bidding shall be assigned by the Manager-Transportation.

## B. EXTRA WORK ASSIGNMENTS

Notice of trips that are not designated as tie-in assignments as defined in paragraph C of this section shall be posted for five (5) working days in advance of the scheduled day of departure. Trips for the day shall be posted using two (2) separate lists, one (1) for out-of-town trips and one (1) for in-city trips. Trips that become known by the Transportation Center less than five (5) working days shall be awarded as emergency trips.

Two (2) separate seniority lists shall be maintained, one (1) for out-of-city trips and one (1) for in-city trips. The Manager-Transportation or designee shall be the sole judge of each employee's qualifications for inclusion or reinstatement on the seniority list(s).

Employees who have completed their probationary period shall be eligible to be put on the in-city list.

An employee must bid and been awarded a minimum of six (6) in-city trips before he/she will be considered for the out-of-city list. Eligible drivers are limited to one (1) bid for the day's posting and said bid must be time stamped and placed in the bid box no later than 4:00 p.m. on the second day of posting. An employee must have forty-five (45) working days as a driver to be eligible to do any and all extra drivers work.

Out-of-city trips shall be awarded on the basis of continuous rotation of the out-of-city trip seniority list. In-city trips shall be awarded on the basis of continuous rotation of the appropriate trip seniority based on the school year. All out-of-city trips are guaranteed three (3) hours pay. All in-city trips are guaranteed two (2) hours pay. Out-of-city trips shall take precedence over in-city trips.

Trip assignments shall be awarded and posted no later than 4:00 p.m. of the working day after bidding is closed. The most senior eligible driver of the day bidding the trip shall be awarded the trip. Employees must work their shift the day prior to a trip in order to be awarded and/or drive the extra trip. Any driver who is eligible as provided by rotation of the seniority list and fails to submit a proper bid for posted trips on that day shall be placed at the bottom of the appropriate list. If sufficient drivers fail to bid, the District

shall immediately invoke the appropriate provisions of paragraph D to fill any necessary trips that were not bid. When a driver fails to drive a trip after it is awarded by bidding, without reason(s) deemed appropriate by the Manager- Transportation or designee, his/her name shall be removed from that trip list and reinstatement shall be in the sole judgment of the Manager-Transportation or designee.

In the event a trip is canceled after being awarded, except when a trip is canceled because of school closure or school delay, the driver shall be paid two (2) hours for an in-town trip and three (3) hours for an out of town trip. If the trip is canceled after the driver has reported for the awarded trip, he/she shall be paid three (3) hours for an in-town trip and four (4) hours for an out of town trip. The employee may be assigned other duties for the guaranteed time.

The Manager-Transportation or designee may assign a trip that conflicts with the driver's regular route(s). The driver shall receive the pay for the trip or his/her regular route, whichever is higher.

Any extra work (i.e. route substitutions, bus relocation, etc.) will be offered by seniority on a daily basis based on a daily sign-up sheet in the transportation office. Any employee may exempt themselves from the list.

#### C. TIE-INS TO REGULAR ROUTES

Tie-ins are assignments which tie into regular routes and shall be paid at the driver's regular hourly rate of pay including the time between the regular route and the tie-in, with a guaranteed one half (1/2) hour. Tie-ins should not exceed, in total one and one half (1-1/2) hours or be assigned off the trip seniority lists.

Tie-ins shall be assigned as much in advance as possible from a tie-in employee assignment list, by the Manager-Transportation or designee. Employees may ask to be removed from tie-in assignment list. Standby and substitute drivers shall be required to take tie-in assignments if no other driver is available. If a tie-in assignment is canceled the two (2) hour minimum notice shall not apply, except if the canceled tie-in is scheduled prior to the regular assignment and the driver has reported for work, the employee shall be paid for the scheduled tie-in, with a guaranteed one half (1/2) hour and may be assigned duties as defined in paragraph B of this section.

#### D. EMERGENCY EXTRA TRIP ASSIGNMENTS

Emergency trips that are unassigned forty-eight (48) hours prior to trip report time shall be awarded according to the appropriate rotation list by seniority. Any trip that is unassigned less than three (3) hours prior to the trip report time will be offered to the most senior available driver. A driver who accepts an assignment under this section shall not relinquish his/her place on the rotation lists as defined in paragraph B of this section.

Emergency trips shall be awarded from the appropriate In-Town/Out-Of -Town rotation list, in accordance with paragraph B of this section.

The District retains the right to assign other duties which have not been designated as routes or extra trips. Furthermore the District retains the right to assign extra trips when, due to the nature and cost of the trip, the trip would be cancelled if the District were required to assign the trip according to paragraph B of this section.

E. SUMMER ROUTES

Known summer routes shall be bid and awarded by seniority prior to the end of the preceding school year. Such assignments, after award by bidding, shall be completed by the employee except when an extended absence is approved prior to the route bid date.

Employees who have modified school year routes are eligible to bid on summer school routes even when these routes overlap.

An on-call substitute list will be maintained from employees who sign up for the summer extra work list prior to the end of the preceding school year. This list will be awarded no earlier than three working days of vacancy on a continuously rotating basis, based on seniority.

If a sufficient number of attendants do not bid on available routes, drivers shall be eligible to bid on the unassigned routes. Awards shall be made according to seniority and rate of pay adjusted from driver to attendant rate of pay.

Summer routes that become known to Transportation after summer routes have been awarded start at the top of the seniority list.

F. MODIFIED SCHOOL YEAR

The procedure for assigning routes for modified school year building shall be the same as during the regular school year.

G. SUMMER EXTRA TRIPS

Two (2) special seniority lists shall be maintained, one (1) for out-of-city trips and one (1) for in-city trips. Each week trips shall be posted for the ensuing week. Trips shall be bid on a weekly basis. The procedure shall be similar to that used during the regular school year. Trips shall be awarded on the basis of continuous rotation of the trip seniority lists.

H. BUS ATTENDANT ASSIGNMENTS

The needs of the District shall take precedence over bid assignments. Attendants used on routes other than their bid assignment shall be paid for work completed, to be no less than

their bid assignment. Drivers shall not sub on routes as attendants unless the attendant sub list has been exhausted and no attendant is available to sub on that route.

I. TRAINERS

Openings for Trainer shall be posted with the requirements for selection. Candidates meeting the requirements shall be eligible to apply, interview, and be selected by the Manager-Transportation or designee. In the event two or more candidates are considered equal then seniority shall be the determining factor in selection. Trainers shall be compensated at their regular driver's rate for hours worked. In the event there is more than one (1) Trainer the work shall be divided as equally as possible.

SECTION 7 STAFF REDUCTION PROCEDURE

A. REDUCTION IN FORCE (RIF)

The District for any reason may determine that it is necessary to reduce the number of employees. If, in the judgment of the District, it is necessary to reduce the number of employees, the District shall determine which employees are to be reduced according to the following procedure:

Whenever a lay off occurs, probationary employees shall be laid off first. When remaining employees have qualifications considered equal, the employee with the least seniority shall be the first laid off.

B. RECALL RIGHTS

An employee on layoff shall retain right to recall for a period of two (2) years after date of lay off. An employee who fails to return to work within ten (10) working days after being notified by certified letter of recall shall lose recall rights. When a job opening occurs and more than one (1) employee is eligible for recall, and in the judgment of the District the employee's qualifications are considered equal, the employee with the greatest accumulated seniority shall have priority for recall.

In the event of a partial layoff (an employee losses part but not all of his regularly bid hours, i.e. loss one of several routes or a modified school calendar) and is under protection of recall rights, they may be first called to substitute by seniority for any hours during a similar period of time as their RIF.

C. NOTIFICATION OF REDUCTION

At least three (3) working days prior to the scheduled date of lay off, the District shall provide written notice to each employee who may possibly be affected.

## SECTION 8 HEALTH PROVISIONS

In accordance with Federal regulations, employees shall be required to have an annual/biannual physical examination as prescribed in Chapter 285, Code of Iowa and must meet physical requirements as established by the DOT. The completed physical examination form shall be submitted within thirty (30) days after the physical. The District shall reimburse the employee for an amount not to exceed seventy dollars (\$70.00) toward the cost of the mandatory physical examination provided the cost is not reimbursable under an insurance program. Employees shall have their choice of doctor to see for the physical from the approved board-certified list. New federal regulations require school bus driver physical examinations must be performed by a certified medical examiner who is listed on the National Registry of Certified Medical Examiners.

## SECTION 9 SAFETY

There shall be a safety committee composed of the Manager-Transportation or designee and two (2) employee representatives to discuss safety and health conditions as they affect employees. The employee representatives shall promptly bring to the attention of the Manager-Transportation or designee any conditions known to them which could result in unsafe or hazardous working conditions for employees, and such conditions shall be promptly reviewed by the Manager-Transportation or designee. The two (2) employee representatives shall be paid at the employee's regular hourly rate for these meetings. If following the District's review, the safety representatives feel the issue was not satisfactorily resolved, a grievance may be filed. One or two employee representatives will also serve on the District Safety committee.

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about employment with the Cedar Rapids Community School District. Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur and that such changes will be communicated to me through official notices. Only the Board of Directors of the Cedar Rapids Community School District has the ability to adopt any revisions to this handbook.

I acknowledge this handbook is not a contract of employment. I have received the handbook and I understand it is my responsibility to read and comply with the provisions of this handbook and any revisions made to it.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date