



Dedicated to Excellence
CherryCreekSchools

Transportation Employee

2023-2024 SY

**Negotiated Agreement
for Bus Drivers, Non-CDL Drivers, Bus Assistants**

Contents

Association Information4

- Employee Rights and Responsibilities / Disciplinary Procedures, *Policy 4534*4
- Transportation Employees’ Association, *Policy 4535*5
- Grievance Procedure, *Policy 4536*8
- Memorandum of Understanding, Accident Review Committee, *Policy 4538*10
- Negotiations, *Policy 4561*12

Employment Information13

- Responsibilities for Licensed and Classified Personnel, *Policy 4001.1*13
- Definition of Classified Personnel, *Policy 4008*13
- Employment, *Policy 4015*13
- Transfer Procedure – Classified, *Policy 4015.1*13
- Seniority, *Policy 4511*14
- Requirements/Reports, *Policy 4512*16
- Memorandum of Understanding: Assignment, *Policy 4514*19
- Memorandum of Understanding: Ongoing Bidding.....19
- Position Assignment, *Policy 4514*.....20
- Transfer - Cross Reference, *Policy 4515*.....24
- Work Year / Work Hours, *Policy 4516*24
- Work Schedule and Field Trips, *Policy 4518*.....27
- Retirement / Resignation / Separation, *Policy 4519*29
- Reduction in Force, *Policy 4560*30

Compensation, Benefits, and Leave Information31

- 2023-2024 CCTEA Compensation MOU31
- Compensation, *Policy 4541*32
- CDL and Non-CDL Hourly Step Chart Effective July 1, 2023.....32
- 2023-2024 Bus Assistant Wage Range32
- Longevity Pay32
- Travel Reimbursement, *Policy 4010*33
- Professional Growth, *Policy 4530*.....34
- Insurance, *Policy 4044*36
- Insurance Premiums for Employees on Unpaid Leave of Absence, *Policy 4044.1*36
- Benefits, *Policy 4544*.....37

Absences and Leaves, *Policy 4551*39

Leave Request Procedures, <i>Administrative Procedure 4551.1</i>	40
Military Leave, Jury Duty Leave, Subpoenaed Witness, <i>Policy 4051</i>	40
Vacation, <i>Policy 4555</i>	41
Holidays, <i>Policy 4556</i>	42
Sick Leave Bank, <i>Policy 4562</i>	42
Workers' Compensation, <i>Policy 4012</i>	45
Workers' Compensation Claims Procedures, <i>Administrative Procedure 4012.1</i>	45
General Information	46
Employee - Board of Education Relationships, <i>Policy 4002</i>	46
Publication of Articles, <i>Policy 4003</i>	46
Political Activities, <i>Policy 4006</i>	46
Organizational Membership, <i>Policy 4013</i>	46
Activity Tickets, <i>Policy 4043</i>	46
Physical and Mental Examinations and Alcohol and Controlled Substance Testing, <i>Policy 4047</i>	47
Communicable or Life-Threatening Diseases, <i>Administrative Procedure 4047.2</i>	50
Drug-Free Workplace, <i>Policy 4048</i>	51

Association Information
Employee Rights and Responsibilities / Disciplinary Procedures, Policy 4534

1. Employee Responsibilities

It is the responsibility of each employee to perform his/her job responsibilities in a manner consistent with CCSD Board Policies, Negotiated Agreement for Transportation Employees, Operations Reference Manual, and the Transportation Employee Handbook.

Bus Assistants, also referred to as para-educators, in addition to this negotiated agreement, are responsible to know and understand the information contained within the Educational Support Personnel Guidebook pertaining to this position.

2. Disciplinary Procedures

A progressive discipline procedure is established to promote uniform and consistent discipline. Performance and attendance infractions will be documented independently. No employee shall be disciplined or adversely affected without just cause. Failure to follow the CCSD Board Policies, Negotiated Agreement for Transportation Employees, Operations Reference Manual, and the Transportation Employee may result in the following disciplinary action:

- a. Written notice of verbal counseling
- b. Written reprimand
- c. Final written reprimand
- d. Termination of employment

Within five (5) working days, upon discovery or receipt of allegations, an employee will receive notice in writing of said allegations. Suspected severe violations of District policies, procedures and expectations may result in immediate administrative leave with pay pending investigation. If an investigation needs to occur, it is the responsibility of the employee to communicate with management for updates; this does not include investigations that place an employee on administrative leave, HR will communicate with the employee. Upon completion of the investigation, an investigation report and/or disciplinary document shall be completed and presented to the employee within five working days.

At an employee's request, a review of their electronic employee file may be reviewed with the Terminal Manager. At this time, an employee may request documents be removed from their file after two years if the documents are not related to safety matters and/or poor work performance (i.e., careless driving, accidents, harassment, attendance/tardies, violations of CDE Regulations, CDL Regulations, CCSD standard operating procedures) or when retention is required by law.

3. Administrative Leave

If a transportation employee is placed on administrative leave with pay, that employee is expected to follow the guidelines as outlined in the "Paid Administrative Leave of Absence" document. Failure to do so could result in being placed on administrative leave without pay once the District has attempted contact with the employee and/or the Association.

4. Community Complaint of an Employee's Performance
 - a. If during the school year, manager/supervisor receives complaint(s) against an employee, manager/supervisor will notify the employee of the complaint(s) and will log these complaint(s) outside of the employee's personnel file. Prior to a manager/supervisor placing the complaint against an employee in their evaluation report or personnel file, the manager/supervisor shall document, investigate and substantiate the complaint(s).
 - b. Upon completion of the investigation, or if a pattern of complaints continues, manager/supervisor will meet with the employee regarding the complaint(s).
 - c. When the complaint(s) is/are found to be valid, appropriate disciplinary action will follow.
 - d. An employee may make a written response, which shall be attached to and become part of the original complaint.

5. Representation
 When an employee is required to meet with manager/supervisor and the meeting is of a disciplinary- nature; manager/supervisor will inform the employee of the meeting time and the nature of the meeting. The employee may have up to two (2) persons attend the meeting as witnesses/representatives, a total of three (3). These persons may either be District employees or representatives from the bargaining unit. The manager conducting the meeting may also have up to two (2) persons mutually agreed to by the parties to the action; additional witnesses/representatives may be allowed.

If the meeting is of an immediate and urgent nature, the employee will be given up to one (1) hour to find their witnesses/representatives.

Revised: March 15, 2023
 Adopted: June 12, 2023
 Effective: July 1, 2023

Transportation Employees' Association, Policy 4535

1. Recognition
 - a. The Cherry Creek Board of Education will appoint administrative representatives to meet with the elected representatives of the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. (Representing CDL Bus Drivers, Non-CDL Drivers, and Bus Assistants), upon all questions arising between them. The Association fully agrees that, within its ability, its members shall render faithful service in their respective positions as outlined in the policies of the Board; will cooperate with the management of the Board of Education in the efficient operation of the system in accordance with the policies, administrative procedures, administrative guidelines, rules, regulations and operating conditions as announced by the Board of Education; and will cooperate and assist in fostering cordial relations between the Board of Education and the public.
 - b. The Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. is recognized as the negotiating representative of the CDL bus drivers, non-CDL

drivers, and bus assistants in respect to wages and fringe benefits. Nothing in the driver's policies shall be construed to preclude the Board of Education from conferring with any employee or employee organization in the matter of policies.

- c. If 30% of the drivers and bus assistants petition the Board of Education to change bargaining agents (within 60 days prior to June 1 of the year in which the previously-agreed-upon salary range expires, as contained in Policy 4541), the Board and the Cherry Creek Transportation Employees Association, C.E.A., N.E.A. shall hold a representative election. This election shall take place within 15 days after receipt of the above-mentioned petition. Representatives of the Board, the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A., and the petitioning organization shall meet and agree upon a neutral third party to serve as an election judge. If the parties fail to select an election judge, the American Arbitration Association shall be requested to provide a list of names who could serve. The party petitioning the Board shall strike the first name, the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. shall strike a second name, and the Board shall strike a third name. This process shall be repeated until only one name remains. This person will be asked to serve as election judge.

The election shall be to determine one of the following:

1. To retain the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. as the bargaining agent.
 2. To elect a new bargaining agent.
 3. To decertify the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. and have no organization serve as bargaining agent.
- d. A majority of those voting will determine the outcome of the election. Cost of the election will be shared by the petitioning group and the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A.
 - e. The intent of the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A., is to select the Coalition of Classified Employees as their representative concerning all matters affecting their common insurance benefits. The Cherry Creek Transportation Employees' Association, C.E.A., N.E.A., has agreed to the by-laws of the Coalition of Classified Employees and will notify the Cherry Creek Board of Education of their formal selection at least 30 days prior to negotiations. Upon receipt of notification, the Cherry Creek Board of Education will recognize the Coalition of Classified Employees for said purpose. Should the Coalition of Classified Employees cease to exist, all bargaining rights for insurance benefits will revert to the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A.

2. Payroll Deduction

Upon written authorization of a driver or bus assistant, a payroll deduction for dues from the pay of each member of the Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. shall be made every month and forwarded to the Financial Secretary-Treasurer of the Association.

3. Authority

The Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. recognizes the authority of the Cherry Creek Board of Education in all matters concerning the District; and agrees that it will not in any way interfere with, or limit the right of, the Board of Education to discharge or discipline its employees for proper or sufficient cause.

The Cherry Creek Transportation Employees' Association, C.E.A., N.E.A. shall have the privilege of placing a bulletin board in the employee lounge where notices of Association business may be posted.

The Director of Transportation shall make available space for meetings of the Cherry Creek Transportation Employees Association at a Transportation site.

4. Communication

The representatives for the Cherry Creek Transportation Employees' Association and the Director of Transportation will meet on a prearranged day of each month unless both parties agree not to meet. Representatives of Front Range UniServ C.E.A and N.E.A. may also attend these meetings.

5. Visitation

The employer agrees that employees' organization representatives shall have reasonable access to the premises upon request and approval from the Director of Transportation.

6. Recreation

In accordance with current Board Policy and Administrative Procedures, the CCTEA may utilize district-owned facilities for off-duty recreational activities.

7. Association Functions

A delegation of Cherry Creek Transportation Employees Association officer Executive Board members and/or members appointed by the Association president will be allowed to attend local, state and national Association functions when such numbers will not adversely impact the operation of the CCSD Transportation Department. The president or designees shall be allowed to attend any Association function. The District will not compensate

8. Partnership

The Association and District are committed to work together in collaboration on opportunities to better the CCSD Transportation Department and resolve issues in a timely fashion. This partnership will serve the mission of both the CCSD Transportation Department and the Association through a collaborative partnership. To facilitate this commitment:

- a. The Association President and Director of Transportation shall meet monthly to discuss issues either party brings forward.

- b. CCTEA leaders, as designated by the President, and CCSD Transportation Department Staff, as designated by the Director of Transportation, shall meet quarterly (Management/Employees Relations Committee [MERC]). Additional meetings may be held upon the request of either party.
- c. Meetings may be cancelled or rescheduled upon mutual agreement.
- d. CCTEA representatives, assistant directors, and Terminal Manager will work together to address and resolve terminal-specific issues in a timely, collaborative manner.
- e. CCTEA will have access to new hires during new hire training for a reasonable period of time that may include a meet and greet and an optional lunch for new hires to be invited to belong to the Association.

Revised: March 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Grievance Procedure, *Policy 4536*

1. Definition

A grievance shall mean a complaint by an employee or employees concerning a violation, a misinterpretation or misunderstanding of policies governing employees including that which is contained in the CCSD Board Policies, Negotiated Agreement for Transportation Employees, Operations Reference Manual, and the Transportation Employee Handbook.

2. Procedures

Informal A grievance will first be discussed with the Terminal Manager with the objective of resolving the matter informally. The Terminal Manager will hold a meeting with the employee within five (5) working days of receiving written notice of the grievance. This notice will be time and date stamped upon receipt to indicate the start of the five (5) days. The Terminal Manager will provide the aggrieved party with a written answer to the grievance within five (5) working days after the meeting. Such answer shall include the reasons upon which the decision was based. The employee and Terminal Manager shall each be entitled to representation as described in 4534(4).

Level I If the employee is not satisfied with the disposition of his/her grievance at the informal level, he/she may file a written grievance with the Director of Transportation within five (5) working days. This notice will be time and date stamped upon receipt to indicate the start of the five (5) days. The Director of Transportation will hold a meeting with the employee within five (5) working days of receiving the written grievance. The employee and Director of Transportation shall each be entitled to representation as described in 4534(4).

The Director of Transportation will provide the aggrieved party with a written answer to the grievance within five (5) working days after the meeting. Such answer shall include the reasons upon which the decision was based.

Level II In the event the employee is not satisfied with the response in Level I, the grievant may request, in writing, a hearing with the Chief Human Resources Officer, or designee, within five (5) working days of the response resulting from Level I. This notice will be time and date stamped upon receipt to indicate the start of the five (5) days. The Chief Human Resources Officer, or designee, will contact the grievant within five (5) working days of receiving notice of the appeal of the Level I decision in order to schedule the Level II meeting. The Level II meeting will be held within thirty (30) working days of this contact. Extension of time may be granted by mutual consent. The employee and Chief Human Resources Officer, or designee, shall each be entitled to representation as described in 4534(4). Within ten (10) working days of the hearing, the Chief Human Resources Officer, or designee, shall submit an answer, in writing, to the grievant.

Level III In the event the bus driver is not satisfied with the response in Level II the grievant may request, in writing, a hearing before an independent hearing office. The request for the hearing must be received by the Chief Human Resources Officer, or designee, within ten (10) working days of the Level II decision.

The decision of the hearing officer shall be advisory and submitted to the Board of Education for consideration within thirty (30) calendar days after the conclusion of testimony and argument.

Expenses for the hearing officer's services and the proceedings shall be borne equally by the employer and the employee. If the hearing officer is unable to provide a neutral and cost-free site for hearings, the District and Association will mutually agree upon using a District or CCEA property. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, they may cause such a record to be made, providing they pay for the record and make copies available without charge to the other party and the hearing officer.

A hearing officer selected from an approved list of hearing officers shall conduct the hearing. Cherry Creek Transportation Employees' Association "CCTEA" and the District will mutually agree upon a process to create a list of hearing officers and the order in which they are listed. The name at the top of the list will be the officer for the hearing. If the person at the top of the list cannot serve, the second will be contacted and so on. Once a hearing officer has served, that name will be placed at the bottom of the list. This person will be called upon again only if those on the list ahead of this individual cannot serve, or when that name moves upward on the list.

3. Time Limits

- a. Extensions of time may be granted for the purpose of having the parties concerned present. In the absence of extension of time, it is recognized that, should the grievant not make said requests in accordance with the time limitations mentioned,

the grievance shall be declared closed and no further action by either party will be permitted.

- b. Extension of time may be granted in case of emergency or by mutual consent.
- c. If management fails to respond within the prescribed time limits, the employee has the right to move the grievance to the next step.

4. Statute of Limitations

No grievance shall be valid unless it is filed properly at the appropriate level within a thirty (30) working day period after the grievant knew, or should have known, of the act or condition on which the grievance is based.

5. Rights of the Employee

- a. No employee shall be discharged or subjected to reprisal on the part of the administration or supervisory personnel by reason of initiation or participation in a grievance procedure.
- b. In the event a grievance situation needs immediate attention and the grievant proves to the Chief Human Resources Officer or designee that a misunderstanding, misinterpretation, or violation of policy has occurred at the Informal Level and that an immediate solution is necessary, the employee shall have the right to redress by appealing immediately to Level II for a decision.
- c. All written and printed matter dealing with the processing of a grievance will be filed separately from the Office of Human Resources personnel files of the participants.
- d. A fillable Grievance Form is posted on the Office of Human Resources website as well as on the Employee Relations tile in mycherrycreek.

Revised: March 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Memorandum of Understanding, Accident Review Committee, Policy 4538

The Accident Review Committee determines only preventability; it does not function in a disciplinary capacity. Objective is to promote awareness, improve driving skills, identify areas of continuing training, reduce preventable accidents, while maintaining a positive learning experience. Preventability or the action “to prevent” is commonly defined as, “to keep from occurring, avert, hinder.” The Committee’s duty is to determine if a driver took an appropriate action to prevent the accident. CCSD Transportation leadership and CCTEA will work together to ensure proper procedures and fairness to all drivers.

- 1. All accidents shall be reviewed by the Accident Review Committee which will be composed of a minimum of (3) committee members, and a maximum of five (5) committee members:
 - a. (1) Safety and Training Manager or Safety and Training Specialist or their designee (Committee Chairperson)
 - b. (1-2) CCTEA Representative(s)
 - c. (1-2) CCSD Bus Driver(s)

- d. Risk Management may attend accident review meetings and ask questions, but will not participate in voting.
2. Committee Member(s) Posting/Selection:
 - a. Annual posting to select drivers to be a member of the Accident Review Committee. This information will be posted the first day of school and will remain up for the entire week.
 - b. Interested candidates must submit a Letter of Interest to the Safety and Training Manager, and President of CCTEA, within the designated time period.
 - c. Interviews will be conducted; two (2) drivers from each terminal will be selected.
 - d. All Drivers will be selected and receive training prior to the end of August.
 - e. Interested members must have two (2) years driving experience with CCSD.
 - f. Complete Confidentiality Agreement training / Signature required.
 - g. Must be available for the entire conventional school year.
 3. The Accident Review Committee will meet a minimum of once a month. Any extension of time required to hold a meeting, will be communicated to the driver and all committee members for rescheduling.
 4. Decisions of preventability or non-preventability are to be determined by the Accident Review Committee. The Committee's decision is to be the majority. The following definitions are provided by The National Safety Council:
 - a. Non-Preventable Accident: A motor vehicle accident in which the driver in question made no driving errors and did everything reasonable to prevent the accident.
 - b. Preventable Accident: A motor vehicle accident in which the driver failed to do everything he/she reasonably could have done to anticipate and recognize the potential accident in time to adjust and prevent it.
 5. The driver has the option to appear before the Accident Review Committee:
 - a. The Safety & Training Manager, or their designee, will notify the driver within (5) working days.
 - b. The driver will receive notification affording the opportunity to cite their case before the Accident Review Committee at their next convening.
 6. The Accident Review Committee will communicate to the driver the intent or the possibility that Non-Preventable or Preventable Accidents occurring after the May committee meeting may be revisited at the first convened session of the school year.
 7. The Committee's decision shall be made known in writing within (5) working days to the Director of Transportation upon the conclusion of each accident review committee session.
 8. Drivers may appeal the decision of the Accident Review Committee to the Director of Transportation in writing within five (5) days.
 - a. The Director of Transportation's decision is to be made within ten (10) working days after the receipt of the driver's appeal. 14 Cherry Creek School District No. 5, Greenwood Village, CO 80111.
 - b. Should an extension of time be required to fully investigate and render the decision, the Director of Transportation will communicate this to the driver with an expected date of final decision.

9. In the event of a reversal of decision, either by the Accident Review Committee, the Appeals process or the Director of Transportation, all issued disciplinary documentation shall be updated or removed and not submitted to the employee personnel file in H.R.

Proposed: January 20, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Negotiations, *Policy 4561*

1. Upon written request by the Cherry Creek Transportation Employees' Association ("CCTEA") to the Board of Education ("Board"), or the Board to the CCTEA, after November 1 and no later than February 1, the Board and the CCTEA will arrange for negotiations as provided herein.
2. A written response will be made by the party in receipt of the request within eight (8) working days of the receipt of such request. Within fifteen (15) days of the written response, the parties, or their representatives, shall meet to mutually agree to a timeline for the negotiations process to take place including dates, times, locations and ground rules.
3. The parties' preferred method of negotiations shall be through a collaborative process unless another process is mutually agreed upon.
4. The parties will negotiate in good faith for the entirety of the negotiations process. If, after doing so, the parties reach an impasse as to one or more issues as declared by one or both parties, they will leave the negotiations process and proceed to a separate process, mediation. If the parties are using a negotiations facilitator, the facilitator may be used as a mediator in an effort to reach a settlement. If no progress had been made in four hours of this initial attempt at mediation, unless a longer time is mutually agreed upon, the parties will mutually agree on and hire a mediator for the purpose of attempting to induce the negotiating teams to enter into a tentative agreement(s). Unless both sides agree otherwise, the negotiating teams shall, within five (5) days of the declaration of impasse, submit a list of five (5) mediators to each other. The mediator shall be selected by the negotiating teams five (5) business days after receipt of the names of mediators. The procedure shall be (unless mutually agreed otherwise) for each party to alternately strike names from the list until only one (1) name remains. This person shall then be asked to mediate the dispute. The party striking first shall be determined by coin toss. If the mediator declines to accept, a coin toss will allow one party to select the mediator from the last two names stricken from the list.

The form, dates and times of meetings shall be arranged by the mediator. Unless otherwise mutually agreed by the parties, this second attempt at mediation will last no more than ten (10) hours. The mediator shall meet with representatives of the negotiating teams either separately or together. If mediation fails in whole or in part, the mediator shall report the issues that remain in dispute to the negotiating parties.

The costs of the mediator will be split by the parties. Any and all information which arises during mediation will be deemed confidential and not subject to communication by either party, unless mutually agreed upon.

5. When a tentative agreement is reached, it shall be in writing. The tentative agreement becomes policy when approved by CCTEA and adopted by the Board.

Revised: February 10, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Employment Information

Responsibilities for Licensed and Classified Personnel, *Policy 4001.1*

The Office of Human Resources is responsible for matters dealing with the overall management of the licensed and classified staff of the Cherry Creek School District. Matters of personnel concern needing central administrative guidance and/or assistance should be referred to the Office of Human Resources.

Approved by Superintendent Richard P. Koeppel, January 12, 1981.

Definition of Classified Personnel, *Policy 4008*

The term Classified Employee is applied to employees who are, in most positions, not required to hold a certificate or a letter of authorization as a prerequisite to obtain or keep their job. As it applies to transportation employees, refer to Policy 4512

Revised: February 10, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Employment, *Policy 4015*

The Board of Education is obligated to hire the most qualified applicants to fill existing vacancies. Qualified applicants who have followed the District application process may include in-district transfers, as well as individuals not currently employed by the Cherry Creek School District.

Proposed: May 10, 1982

Adopted: June 14, 1982

Transfer Procedure – Classified, *Policy 4015.1*

When a classified position becomes available within the District, any qualified classified employee will be given serious consideration.

In order that this may be realized, all classified employees must follow the procedure as listed. Please use the following transfer procedure to assure consideration of in-district classified employees in filling all vacancies.

- Step 1: The Office of Human Resources will post vacancies as soon as possible after receipt and approval of the requisition request. The job requisition will be posted on the District's website for a period of eight (8) calendar days.
- Step 2: Those interested in specific transfer opportunities must submit an online internal job application no later than 4:00 p.m. on the closing date of the posting.
1. Internal jobs are available on the District's website.
 2. Kiosks with computers are available in the Office of Human Resources for District employees to submit an online application.
 3. The Office of Human Resources will electronically acknowledge receipt of the online job application.
- Step 3: Following the closing date, a list of all applicants will be available online to the appropriate building administrator, or designee, for review.
- Step 4: The administrator, or designee, will consider all applicants for a job requisition and select applicants for interviews based on their qualifications for the job application.
- Step 5: Within thirty (30) calendar days, the building administrator, or designee, must make a decision to:
1. Recommend a candidate to fill the job requisition, or
 2. Cancel the job requisition
 3. Request the Office of Human Resources to repost the job requisition or position.
 4. At the request of the Chief Human Resources Officer, or designee, the thirty (30) day period may be extended to accommodate unusual circumstances.

We recognize the fact that informal communication between administrators and potential applicants may occur in an effort to secure the most highly qualified staff possible. This should not, however, interfere with serious consideration of all in-district job applications.

Seniority, Policy 4511

In all situations where a seniority-based action is required by policy the most current seniority list shall be used. Present seniority list in existence will stand as correct.

Newly hired employees will be placed on the seniority list in the following order:

- a. First day of training.
- b. Last four numbers of the Social Security Number (lowest number first).
- c. Trainees will be designated on the seniority list by a double asterisk (**) to provide guidance when using the seniority list in preference/assignment within department procedures.
- d. If for any reason a trainee has a break within their scheduled training that takes longer than a six-week period for CDL drivers, or a (2) week period for non-CDL drivers and bus assistants, their final seniority number will be determined and adjusted in the order of completion once officially released from training.

The Safety and Training Department designee is responsible for updating and maintaining all transportation employee seniority lists. Seniority lists will be updated as trainees are released from

training or when employees are no longer employed. Updated lists will be provided to all departments for posting at all terminals.

The CCSD Transportation Department will provide CCTEA with a list of new employees and employees no longer employed by the 5th of each month. The list of new employees will include the first day of work, and the last four (4) numbers of their social security number. Drivers changing to a 110/140 contract, to casual status, and the date an employee becomes no longer employed shall be included on the list.

Employees hired from within the transportation department into a transportation staff position, who may for whatever reason become ineligible, may return to their previous position within one year and can be placed back in the seniority order where they vacated the position. Staff members are required to meet the current job description and possess the required certifications of the position in order for this to be considered.

Rehired CCSD Bus Drivers Definition: A rehired bus driver is defined as an employee who was previously employed as a CCSD school bus driver, successfully completed bus driver pre-service training, and was fully qualified as a school bus driver in accordance with Policy 4514.3.b.

- a. Rehired bus drivers will be placed at the bottom of the existing seniority roster, at the top of their class seniority list.
- b. If more than one rehire is in the same class, placement will be determined by the initial process of this Policy.
- c. If a driver is rehired during a training class but is not required to attend an entire training class and is released to drive prior to or at the same time as the current class is released, they will be placed at the top of that class's seniority.
- d. Rehired drivers will be placed at the driver's previous hourly rate or the current minimum hourly rate, whichever is greater, if their rehire date is within three years of their previous separation from CCSD Transportation. All other benefits that apply to newly hired drivers will also apply to rehired drivers.

CCSD Transportation Department Employee Hired as Bus Drivers:

- a. Any CCSD Transportation Department employee who is hired as a bus driver, thus changing employee groups, will be placed at the bottom of the existing seniority roster, at the top of their class seniority list, but directly in front of rehired bus drivers as described in Rehired CCSD Bus Drivers Definition.
- b. If more than one CCSD Transportation Department employee is in the same class, placement will be determined by the initial process of this policy.

Casual Bus Drivers:

- a. Bus drivers who are approved to be casual bus drivers or do not bid during the annual bidding event but are not PERA (Public Employees Retirement Association) retirees, will remain on the seniority list.
- b. Casual bus drivers will be designated on the seniority list by an asterisk (*) to provide guidance when using the seniority list in preference/assignment within department procedures.

- c. Casual drivers are able to return to part time or full-time driving status at any time. This is accomplished by the driver bidding a route and completing a Casual Driver Form.

Transferring employees from within CCSD shall be placed at the top of the seniority of their training class. The seniority list shall be posted on the bulletin board in each transportation terminal.

Non-CDL Drivers:

Drivers hired into the non-CDL position from November 2019 on, will be placed on the non-CDL seniority list in the following order:

- a. First day of training.
- b. Last four numbers of the Social Security Number (lowest number first)
- c. Seniority guidelines will be followed as stated in policy 4511 for all bus driving positions.

Bus Assistants:

Bus assistants hired from within the transportation department into the non-CDL driver position, who may for whatever reason become ineligible, must be removed from the route or can no longer operate a non-CDL vehicle, within one year, can return as a bus assistant and be placed back in the seniority order where they vacated the position. Applicants and current employees would be required to meet the current job description and possess the required certification of the Bus Assistant position in order for this to be considered.

Revised: March 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Requirements/Reports, Policy 4512

1. Driver Requirements

Drivers shall be required to maintain valid and current licenses, permits and certificates required of all drivers by:

- a. The school district;
- b. State of Colorado regulations;
- c. Federal regulations;
- d. Colorado School Districts Self Insurance Pool.

2. Notice of Bus Driver Requirements

IMPORTANT NOTE: The requirements to obtain and maintain a Commercial Driver's License change frequently. Although Transportation provides reminders about renewal dates and upcoming changes in requirements, it is imperative that each Bus Driver review and understands each of the requirements to maintain their CDL (Commercial Driver's License) and DOT (Department of Transportation) medical certificate. **DO NOT ALLOW YOUR CDL OR DOT MEDICAL CERTIFICATION TO EXPIRE.** Failure to maintain any of these may result in disciplinary action up to and including termination of employment.

- a. On or before the 20th of each month, the expiration date for required Colorado Operators' Licenses, Commercial Driver's Licenses, D.O.T. Medical Examiner's Certificate, CPR Certification, and First Aid Certificate, and CPI Certification, shall be sent in writing to those drivers whose requirements are due for renewal the following month.
- b. Transportation will provide, in writing, to all Bus Drivers notice of all known updates and changes to licensing requirements.
- c. If a driver's Colorado Operator's License, Commercial Driver's License, or D.O.T. Medical Examiner's Certificate expires or a driver fails to meet the insurability requirements per the Colorado Self Insurance Pool, the driver shall be suspended without pay for a maximum of two working days after which termination of employment may result. Repeat offenses may result in termination of employment.
- d. Bus drivers are required to report moving violations received when operating a personal or district vehicle for insurability purposes. A copy of this moving violation must be provided to management within (48) hours. Failure to report moving violations may result in the driver being suspended without pay and may result in termination of employment.
- e. Bus drivers are required to receive a minimum of six (6) hours of annual training related to their bus driving position and provided by the district.
- f. Bus drivers are required to take and successfully pass the annual Colorado Department of Education (CDE) test. This document will remain in the employee's training file and can be verified by CDE during their state review. A current CDE test must remain on file, and if expired, the bus driver may be removed from their route without pay until they pass the test.
- g. Reports
Bus drivers will complete reports as requested by their supervisor in the time frame specified.

3. Notice of Non-CDL Requirements

- a. On or before the 20th of each month, the expiration date for required Colorado Driver's Licenses, CPR Certification, First Aid Certificate, and CPI Certification, shall be sent in writing to those drivers whose requirements are due for renewal the following month.
- b. Transportation will provide, in writing, to all non-CDL drivers notice of all known updates and changes to licensing requirements.
- c. If a non-CDL driver's Colorado Operator's License expires or fails to meet the requirements of insurability per the Colorado Self Insurance Pool, the driver shall be suspended without pay for a maximum of two working days after which termination of employment may result. Repeat offenses may result in termination of employment.
- d. Drivers are required to receive a minimum of six (6) hours of annual training related to their bus driving position and provided by the district.
- e. Drivers are required to report moving violations received when operating a personal or district vehicle for insurability purposes. A copy of this moving violation must be provided to management within (48) hours. Failure to report moving

violations may result in the driver being suspended without pay and may result in termination of employment.

4. Notice of Bus Assistant Requirements

- a. Bus assistants are required to successfully complete and maintain valid certificates as presented to them by the Cherry Creek Schools Transportation, Safety & Training Department. Training will be considered successful when completed within a two (2) week period from the employee's first day of training.
- b. On or before the 20th of each month, the expiration date for CPR certification, first aid certification, and CPI certification shall be sent in writing to those bus assistants whose requirements are due for renewal the following month.
- c. Bus assistants are required to receive a minimum of four (4) hours of annual training related to their position and provided by the district.

5. Employee Requirements

- a. Employees are required to attend mandatory CPI (Crisis Prevention Intervention) certification class every two years. This training class is provided by the district.
- b. If an employee's CPR, First Aid, or CPI Certifications expire, the employee shall be suspended without pay or, with repeat offenses, termination of employment may result. If an employee fails to attend district provided CPR/FA classes, they will be required to obtain their certification through a district approved, outside company, at their own cost, prior to being reinstated back to work.
- c. An employee will not be penalized if the District has failed to post or offer the required CPR, First Aid, or CPI Certification classes.

Revised: March 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Memorandum of Understanding: Assignment, Policy 4514

The District and CCTEA agree to adjust the following language from Policy 4514 for the 2023-2024 school year only. This MOU will be brought back to the table during the spring 2024 bargaining season for consideration.

4514.3.f

*The annual bidding event packages for the next school year will be assembled with the best information available and posted at all three terminal locations. Package bidding information will be posted at least five (5) **calendar** days prior to the scheduled day of the annual bidding event as determined by the Route Planning Department. The annual bidding event will take place a minimum of ten (10) **calendar** days prior to the first day of the conventional calendar. The bidding driver shall sign and date the official bidding record. The bid shall be witnessed and initialed by one of the appointed drivers and a member of the staff. When an oral or proxy bid is received, the appointed driver shall initial and sign for the bidding driver.*

4514.4

Unusual circumstances will be reviewed on an individual basis, and a determination will be made by the Director of Transportation, or designee, based on the interests of both the employee, and the operations department.

For the 2023-2024 school year only, bus assistants will take part in a live bid based on seniority during the annual bid only. Director-assigned routes, as determined by needs of the students on the route, will be removed from bid.

Created: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Memorandum of Understanding: Ongoing Bidding

The District and CCTEA agree to suspend the following language from Policy 4514 for the 2023-2024 school year only, to be replaced by the **Ongoing Bidding Memorandum of Understanding**. This MOU will be brought back to the table during the spring 2024 bargaining season for consideration.

~~Bidding Open Packages and Add-On's~~

~~Bidding is to be conducted by ballot using the Open Package Bid Sheet. Bid sheets will be date and time stamped by the employee, prior to placing in the "bid box" at their terminal location. Ask Operations staff for assistance if needed. Bids for consideration, must be in the "bid box" by the end of business every Friday. Bids not meeting the date and time criteria will not be under consideration for assignment. The following Monday, Route Planning will assign routes based upon driver seniority.~~

~~Notification of Awarded Packages and Add-On's~~

~~A list of awarded packages and add-ons is to be posted at all terminals; packages will take effect the following week on Monday. All current available add-on packages, including new and recently vacated packages, will be posted at each terminal location.~~

Bidding Open Packages and Add-On's

Bidding is to be conducted by ballot using the Open Package Bid Sheet. Bid sheets will be date and time stamped by the employee, prior to placing in the "bid box" at their terminal location. Ask Operations staff for assistance if needed. Bids for consideration, must be in the "bid box" by the end of business the third Monday of the month. Bids not meeting the date and time criteria will not be under consideration for assignment. The following Monday, Route Planning will award routes based upon driver seniority. On that day, vacated routes will also be sent for posting.

Notification of Awarded Packages and Add-On's

A list of awarded packages and add-ons is to be posted at all terminals on the Monday that awards are sent out. Packages will take effect the following week on Monday. Drivers may begin driving their awarded route on the following Monday, or earlier by permission of Operations, as is customary now. All current available add-on packages, including new and recently vacated packages, will be posted at each terminal location.

Created: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Position Assignment, Policy 4514

1. Position Assignment Provisions
 - a. The employee shall not be required to operate equipment that will jeopardize the employee, the driver's license, or safety of the passengers.
 - b. All non-driving assignments that are in addition to a an employee's duties in the CCSD Transportation Department will be posted and filled according to employee policies for assignment.
 - c. Position vacancies, which occur in the CCSD Transportation Department, will be posted and filled in accordance with the Transportation Employee Negotiated Agreement for (bus drivers, non-CDL drivers, and Bus Assistants).
 - d. Non-CDL drivers are eligible to bid only non-CDL packages, non-CDL standby packages, and ESY's. Field trips and (FS) facility shuttles are excluded from bidding. Conventional and summer packages will be posted and bid on designated dates, the same as the licensed CDL driver, when available.

2. Notice of Continuing Employment
 - a. Notices of continuing employment for the next conventional school year will be issued to employees prior to the end of the conventional school year.
 - b. Employees who are not assigned during the summer vacation recess will have preference over all new employees in filling existing driving vacancies.

3. Annual Package Bidding/Assignment
 - a. Definitions: Packages are defined as a group of route segments/coverage time with known check-in/out times. Vacancies are defined as a package without assigned route segments/coverage time to be bid by seniority at a later date. (Note: Coverage time is defined as available time utilized to cover any routes, packages, or trips as required without prior notice of assignment.)

1. Conventional Packages: Those packages that operate from August through May. These packages with all available information will be posted and be bid on a designated bid date.
 2. Special Needs Packages/Vacancies: Those packages that operate for students with disabilities/Individual Education Plans (IEPs). Unless all details of the package are known they will be posted as special needs vacancies.
 3. Standby Packages: Those packages that are not assigned a specific set of routes but are assigned time frames to be available for coverage of routes and/or packages, will be posted as a package with all available information and be bid on the designated bid date. Standby package drivers may have their hours floated as required for operational needs.
 4. Summer Packages/Vacancies/ESY's: Based on available information, packages and/or vacancies with only summer work will be posted and bid during the annual bidding event. All vacancies will be posted again as packages and bid by seniority. When additional Summer Packages are created, or when packages become vacant after the summer bidding process is closed, all drivers will be notified of those additional packages.
- b. To be eligible to bid/state a preference for a position assignment:
1. A CDL driver must be released by Cherry Creek Schools Safety and Training Department and be in full compliance with CSDSIP (Colorado School Districts Self Insurance Pool), CDE (Colorado Department of Education), CDL (Commercial Driver's License) and DOT (Department of Transportation) regulations and be registered with the Federal Audit Drug and Alcohol Clearinghouse, which enables them to meet all requirements of the School Bus Driver position.
 2. A non-CDL driver must be released by Cherry Creek Schools Safety and Training Department and be in full compliance with CSDSIP (Colorado School Districts Self Insurance Pool), CDE (Colorado Department of Education), and hold a valid driver's license to meet all requirement of the non-CDL driving position.
 3. Bus assistants must be released and in full compliance by the Cherry Creeks Schools Safety and Training Department and be in full compliance with the CDE (Colorado Department of Education), to include current Special Needs Tests (written and required equipment demonstration) and yearly ride along evaluation.
- c. All employees must hold current CPR, FA, and CPI Certifications and be in compliance with all of the above requirement prior to bidding.
- d. The Director of Transportation will consider employee position preferences, and all things being equal, employee seniority from highest in seniority to lowest in seniority will determine the exact assignment.
- e. An employee who wishes to bid on a Special Needs package, standby package, field trip or coverage time must be certified in accordance with department training guidelines. At the discretion of the Director of Transportation, a limited number of Special Needs packages, based on the extraordinary needs of the student and requested

services, may be assigned to a specific driver for the upcoming school year. This limited number of packages will be posted during the annual bidding process and employee position preferences must be given prior to the annual bidding event. Once awarded, these packages will not be reposted during the weekly bidding event.

- ~~f. For the annual bidding event packages for the next school year will be assembled with the best information available and posted at all three terminal locations. Package bidding information will be posted at least five (5) full working days prior to the scheduled day of the annual bidding event as determined by the Route Planning Department. The annual bidding event will take place a minimum of ten (10) working days prior to the first day of the conventional calendar. The bidding driver shall sign and date the official bidding record. The bid shall be witnessed and initialed by one of the appointed drivers and a member of the staff. When an oral or proxy bid is received, the appointed driver shall initial and sign for the bidding driver. (Refer to the MOU Assignment Policy 4514 for adjusted language)~~
- g. An employee will not lose time due to the District's miscalculation in the addition of total package hours (example: package hours posted as 6:00 a.m. – 9:00 a.m./1:30 p.m. – 4:30 p.m.; represented as seven (7) hours). The adjustment of time shall be by mutual agreement between the employee and the District. When a mutual agreement cannot be reached, on placement of the adjusted time, the package will be adjusted to the originally posted package hours.

4. Package Vacancy/Add-Ons

After the annual bid, package vacancies will be posted the next working day following Labor Day. New and vacated packages, add-on route segments (FS's, Coverage Time, ESY's), after the annual bidding event has taken place, shall be offered for bid at least once. Available packages and add-ons will be posted at all terminals for the entirety of the school year. Drivers may bid off awarded packages up to three (3) times during the year. Annual bidding is not included. Employees vacating their current package may retain any add-on within their newly bid package, provided there are no time conflicts or overlapping segments. Any add-ons the employee does not retain for their new package will be placed for bid separately. Upon full release from initial training, new employees will immediately bid from open packages. ~~Unusual circumstances will be reviewed on an individual basis, and a determination will be made by the Director of Transportation, or designee, based on the interests of both the driver/bus assistant, and the operations department.~~ (Refer to the MOU Assignment Policy 4514 for adjusted language).

- a. Open routes are subject to change, up to and including removal of stops, route segments, and the route being dissolved to meet the operational need of the Transportation Department.
- b. The Director of Transportation, or appointed designee, will have final say concerning the number of routes, route times, stop locations, and assigned personnel to best meet the needs of the Operations Department.
- c. Routes posted on bid day for CDL licensed drivers, when open for more than thirty (30) days, may be reevaluated for coverage or route adjustments. CDL packages carrying fourteen (14) students or less, who can be efficiently transported in a Type A vehicle or a district van, may be removed from the CDL bid and posted for bid as non-CDL packages.

- d. Non-CDL Bidding Add-Ons: if an add-on is not bid within sixty (60) days by a CDL driver then a non-CDL driver can bid that segment. If a non-CDL and a CDL driver bid on the same segment simultaneously, then the CDL driver would be awarded.

Qualified drivers may bid any available package

Qualified drivers may bid on any posted available package or add-on. Drivers, who are considering bidding a standby route or a special needs route, should take note of policy language addressing additional training or required certifications, which must be adhered to.

Bidding Open Packages and Add-On's

~~Bidding is to be conducted by ballot using the Open Package Bid Sheet. Bid sheets will be date and time stamped by the employee, prior to placing in the "bid box" at their terminal location. Ask Operations staff for assistance if needed. Bids for consideration, must be in the "bid box" by the end of business every Friday. Bids not meeting the date and time criteria will not be under consideration for assignment. The following Monday, Route Planning will assign routes based upon driver seniority. (Refer to the MOU Assignment Policy 4514 for adjusted language).~~

Notification of Awarded Packages and Add-On's

~~A list of awarded packages and add-ons is to be posted at all terminals; packages will take effect the following week on Monday. All current available add-on packages, including new and recently vacated packages, will be posted at each terminal location. (Refer to the MOU Assignment Policy 4514 for adjusted language).~~

5. Add-On/Additional Assignment

Definitions: An Add-On is defined as any route segment that develops after the annual bid process. Additional Assignment is defined as an assigned period of time added to a package for various coverage time needs. (Note: Coverage time is defined as available time utilized to cover any routes, packages, or trips as required.) Facility Shuttle (FS) is defined as transporting students from school to school or from school to an experiential learning site. All add-on and additional assignment will be assigned to packages with available time. If no package has available time, then the add-on/additional assignment will be put up for bid at all terminal locations.

Any add-ons or additional assignment that increase a driver's established package hours by more than one hundred fifty (150) minutes per week, must be put up for bid. Any add-ons or additional assignment that goes un-bid will be assigned in reverse seniority to available drivers.

It is not the intent of the CCSD Transportation Department to create packages that contain more than 40 hours worked in a week's time. If an addition to a package adds up to more than 40 hours in a week, the package would be considered temporary. If more than one package can complete the route in excess of 40 hours, the senior driver will receive the additional hours when additional service is available, provided the additional work will fit in their established route package. These assignments will be considered temporary for a period of thirty (30) days. During this time period, manager/supervisor will investigate all possibilities for reassignment. The employee will timecard the additional time outside of

the assigned package hours. If, at the end of thirty (30) calendar days, manager/supervisor has determined that there is no other option, a package change will be made. Vacation accrual will not be adjusted until the package change is made.

If a route is removed from a package because it no longer exists (example: program discontinued, student moves, etc.), the package hours will be adjusted to reflect this. At no time will the package hour adjustment cause a driver to fall below the minimum guarantee.

If available, an add-on/additional assignment will be offered one (1) time to keep a driver's package hours intact. If the driver refuses the assignment, the package hours will be adjusted, but not adjusted below the minimum guarantee.

Revised: April 14, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Transfer - Cross Reference, *Policy 4515*

When CCSD Transportation Department assignment vacancies occur, transportation management shall post such vacancies at all terminals, within three (3) days of the HR posting in accordance with Administrative Procedure 4015.1.

If an employee accepts a supervisory position (other than temporary) with the CCSD Transportation Department, this employee shall be terminated as a driver/bus assistant and removed from the seniority roster.

Revised: March 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Work Year / Work Hours, *Policy 4516*

1. Employee Daily Assignments

a. Full-Time Bus Assistants are guaranteed not less than thirty (30) hours per week when scheduled to work during the conventional school year and twenty-five (25) hours per week when scheduled to work during the summer period. Bus assistants are required to work K-8 student non-contact days during the conventional school year to include two (2) practice days and one (1) in-service training day. Bus assistants are not required to work K-12 non-contact days. This time could be used for certification classes or other duties offered by the operations department. Bus assistants must be available to work their designated route package hours each scheduled school day. A bus assistant workday may be continuous package hours at assignment, or two (2) splits/segments, or three (3) splits/segments.

b. Full-time Bus Drivers

Definition: Bus Drivers who are guaranteed not less than thirty (30) hours per week when scheduled to work during the conventional school year and twenty-five (25) hours per week when scheduled to work during the summer period. Drivers are required to work K-8 student non-contact days during the conventional school year to include (2) practice days and (1) in-service training day. Drivers are not required

to work K-12 non-contact days. This time could be used for certification classes or other duties offered by the operations department.

1. Employment with the District shall be considered the Bus Driver's primary occupation,
2. Full-time Bus Drivers must be available to work their designated route package hours each scheduled school day.

A full-time Bus Driver workday may be:

- i. Continuous package hours at assignment, or
- ii. Two (2) splits/segments, or
- iii. Three (3) splits/segments.

c. Part-Time Drivers

Definition: Drivers who are guaranteed not less than twenty (20) hours per week during the conventional school year. Drivers are required to work K-8 student non-contact days during the conventional school year to include (2) practice days and (1) in-service training day. Drivers are not required to work K-12 non-contact days. This time could be used for certification classes or other duties offered by the operations department.

d. Casual Bus Drivers

Definition: Bus Drivers who work any temporary assignment (route segment) and do not bid for a part-time or full-time package (Policy 4514.3.a). These Bus Drivers are paid for hours worked and do not qualify for benefits, leaves, vacation, holidays, or longevity pay. A change in employment to Casual Driver status must go through the approval process found in the Standard Operating Procedure (SOP) TRANS-STN-001 for Casual Bus Drivers. To maintain casual status a Driver must work a minimum of one route segment per month. Casual drivers are eligible for health benefits per Affordable Care Act regulations. The District utilizes the look back method. Those drivers working 30 hours or more per week on average over the course of a school year will be eligible for benefits the next year. The rate schedule will be determined on their average number of hours per week.

e. Non-CDL Driver

Definition: Drivers who do not hold a CDL license, but function as a route driver operating a Type A vehicle (14 passenger or less), Activity Bus or CDE certified white fleet vehicles only. Additional training required will include: CPR/FA, CPI training, Special Needs Laws and Regulations, and also adaptive equipment training. In addition, specific training may be required to meet the need of the students being transported, i.e. (suction training, seizures, epi-pen, diastat, medications) etc. Drivers must be in compliance with DOT regulations and drug testing procedures. Drivers must successfully complete Small Vehicle Operators Training or Type A Vehicle Training and have obtained all certifications prior to bidding an assignment. Bidding will take place on the same date designated by licensed CDL drivers for all conventional packages. Summer routes may be available and will be posted and bid on the same date designated by licensed CDL drivers for all summer packages. Non-CDL drivers will bid only route packages designated for those vehicles. Non-CDL drivers qualify for benefits, leave, vacation, holidays, and longevity pay, same as licensed CDL drivers.

f. Transportation Trainees

Definition: Employees who have completed initial classroom training but have not been fully released by Safety & Training. These employees will be temporarily assigned an open route package by the Operations Department to help assess initial training comprehension, positive demonstration of required skills and any additional training needs. Upon full release from Safety & Training, employees are permitted to bid on any available open route package.

d. Bus Driver Retiree

Definition: Bus Drivers who are retired into PERA (Public Employees Retirement Association) are approved to work as a retiree bus driver. Bus Driver Retirees are not included on the seniority list.

A mid-year change in employment status may not constitute a change in benefit elections.

2. School Closures

When schools are closed to students due to adverse weather conditions, employees are not expected to report to their assigned terminals. When employees have been compensated for those adverse weather days and the District reschedules some or all of those days, employees will be required to report to their packages without any further compensation as scheduled by the District.

3. Adjusted Schedules

When a school segment within a package must be adjusted based on early release of students, a schedule will be posted notifying drivers of the adjusted hours for that day within two (2) working days of the date of adjustment.

- a. When all school segments within a package are running and only the hours are adjusted, the employee's hours shall not be adjusted below their assigned hours for that day.
- b. If any school segments within a package are not running the employee must report to fulfill their assigned package hours unless an adjustment of total hours for that day are posted as required.

At no time should a driver's hours be adjusted below the minimum weekly guarantee.

4. Overtime

- a. Overtime is all work performed over 40 hours within the designated work week.
- b. Overtime shall be paid at time and one-half (1½) the employee's assigned rate on the wage schedule.
- c. The seven-day work week shall be Monday 12:00 a.m. through Sunday 11:59 p.m.
- d. Overtime work shall be distributed among the drivers equally, when possible.
- e. Overtime work shall be voluntary except in an emergency. An emergency may be declared when the Director of Transportation, or designee, determines that the health and safety of students and/or adults is in danger. There shall not be a penalty against any employee who declines to work overtime, except in an emergency.
- f. Work performed on Sunday shall be at the overtime rate.

5. Required Meetings

The Director of Transportation may call meetings which shall require the attendance of all employees, such as safety instructions, district updates concerning procedural changes, and other meetings as may be deemed necessary. Employees will be paid a minimum of one-half hour for required meetings at their current rate or actual time plus fifteen (15) minutes, whichever is greater. Compensation for returning employees who are attending training meetings shall be at the employee's regular hourly rate.

6. Probation

All new employees shall be placed on a sixty (60) workday probation which may be extended up to an additional sixty (60) workdays. This probationary period shall commence at the full release from the initial employee training period. A workday is defined as any time worked in a single day at Cherry Creek Schools Transportation. Continuation of employment shall be determined by the Director of Transportation during this period.

Revised: April 14, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Work Schedule and Field Trips, Policy 4518

1. Work Schedule

All employees will be paid for the total amount of hours spent performing their assigned duties, and following the criteria within policy 4518.

a. Preparation Time

Twenty (20) minutes prior to scheduled departure from the bus terminal employees are to report in. Duties to be performed are, but may not be limited to, the following:

1. Initial check-in. Check employee's box and all bulletin board notices.
2. Check and/or turn in administrative forms and reports.
3. Conduct pre-trip inspection and fill out necessary logs and reports.
4. In case of a 3-way split, a driver will have five (5) minutes to check-in and five (5) minutes to complete a walk-around and walk-through inspection of the bus.
5. Includes mandatory early reporting time as specified by communication sent to all employees. Employees are required to check in early, report directly to their vehicle to perform a required pre-trip inspection, leave the lot early and arrive at their first stop as early as possible. Employees will be paid for this additional time.

b. On-the-Road Time

On-the-road time is the necessary period of time in a.m. and p.m. to arrive at the first stop or school, the actual route time for the route assignment and the return to the terminal.

c. Completion Time

Twenty (20) minutes after parking the vehicle following the last route or activity of the day, duties to be performed are (but are not limited to) the following:

1. Conduct post-trip inspection to include fueling (driver only), cleaning/sweeping, stow specialized equipment, and fill out necessary logs and reports.
2. Check employee's box and all bulletin board notices.
3. Check and/or turn in administrative forms and reports.

4. Check-out time.
 - d. Specific Duties and Responsibilities
Employees shall not be required to change tires or make repairs on buses. On a daily basis, employees shall be required to fuel, clean, sweep and perform reasonable care concerning the cleaning of assigned buses/equipment. Employees shall perform a pre-trip and post-trip inspection per the items listed in the Operations Reference Manual for their position.
 - e. The Cherry Creek School District will provide liability insurance coverage for bus drivers while they are acting within the scope of their job description and responsibilities.
2. Field Trips (Activity, Athletic and Field Trips)
 - a. Driver Declaration
 1. A driver may turn down one trip assigned off of the rotation list without penalty. Upon turning down a second assigned trip, the driver is removed from the rotation list for the remainder of that sign-up period.
 2. Drivers may remove their names from the rotation list at any time.
 3. An additional option declaration may be conducted by the Director of Transportation or designee, when the percentage of available drivers is so low as to entail excessive overtime by all drivers participating.
 4. Information from the rotation list will be made available to the Cherry Creek Transportation Employees Association.
 - b. Field Trip work assignments shall be posted at least two working days prior to the date and time of the scheduled trip; if a notice of less than two working days is given, the trip shall be voluntary.
 1. After reviewing the field trip, the driver shall indicate whether the special trip will be taken or not, with an "OK" for yes or a "TD" for no.
 2. Once a name has been posted on the field trip board and assigned, the driver's name should not be removed without the driver being notified as to why.
 3. In the event drivers are assigned holiday or weekend trips and the trips are cancelled through no fault of the drivers, or other conditions arising as a result of an Act of Providence, the driver, upon reporting to fill the assignment, shall be paid a minimum of two (2) hours at the overtime rate.
 4. The requesting group or school will provide lodging and meals to drivers who are assigned overnight trips. Drivers will not be paid for sleep time except for that portion which does not allow the driver time for eight (8) hours of sleep.
 5. A driver will be paid a minimum of two (2) hours at the driver's current rate of pay when the driver is assigned a trip, scheduled to be driven on a weekday (Monday through Friday) after the driver's final check-out time at the end of the day, and the assigned trip is cancelled after the driver's final check-out time at the end of the day through no fault of the driver or other conditions arising as a result of an Act of Providence.
 6. All drivers shall be guaranteed a minimum of four (4) hours for driving a Saturday or a Sunday field trip.

Revised: April 14, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Retirement / Resignation / Separation, Policy 4519

1. PERA
All employees are required by law to become members of the Public Employees' Retirement Association (PERA). Payroll withholding in this program will be accomplished according to the schedule rate published by PERA. Retirement practices will be administered in accordance with the rules and policies of PERA.
2. Compensation Upon Retirement/Resignation
Upon separation for resignation or retirement and after ten (10) years of continuous service in benefitted classified employee groups, accumulated leave will be compensated at one-half (1/2) of the employee's rate of pay at the time of separation.
 - A. Eligibility Criteria
Classified employee becomes eligible when the following criteria have been met or when otherwise approved by the Board of Education:
 - (a) Has been employed by the District in a position eligible for leave pay-off and for the number of years required by employee group policy to be eligible for leave payment;
 - (b) Has submitted a written resignation from employment in the District to the Board of Education. This resignation shall be effective prior to receiving cash and/or benefits under the policy;
 - (c) Has completed an Accumulated Leave Compensation application and has submitted it to the Board of Education.
3. Each classified employee shall have the option to choose how to receive payment for accumulated leave. Leave payouts may be paid in one payment in the month following the employee's separation or death. Or, the balance can be divided in half and paid out as two equal annual payments on the first of the month after separation and the next January of the following calendar year.
4. Death Provisions
Upon the death of the retiree receiving the accumulated leave compensation, the unpaid- portion of the allotment shall be due and payable to the retiree's designated beneficiary using the same schedule as agreed to by the retiree.
5. Disability Retirement
Payment for unused, accumulated sick leave may be made to a driver, at the driver's option, who is permanently disabled as the result of a job-related accident.
6. Post Retirement Employment
PERA Retirees employed by the Cherry Creek School District will be eligible for employment under the terms and conditions of a written post-retirement agreement provided by the District. They may not be considered eligible for personal leave, health, life, accident, dental insurance, or longevity pay, etc.

The law allows PERA Retirees to work 110 days or 720 hours per calendar year. A “day” is defined as more than four hours of work in a day. If the retiree works less than four hours in one day, then the 720 hour limit should be applied. It is up to the employee to track and disclose their work hours to PERA that may exceed the 110 day or 720 hour limit.

Employment on a “110” must be pre-approved by the Director of Transportation and the Chief Human Resources Officer.

In order to maintain the cost-neutral character of the 110 program, employees hired for post-retirement employment will be paid a percentage of their most recent pre-retirement hourly rate. The percentage of reduction will be determined for the District by the CCSD accounting department. For post-retirement purposes, salary does not include any longevity payments.

If the CCSD Transportation Department, declares an “Urgent Bus Driver Shortage Situation,” then post-retirement employees will receive 100% of their final year pre-retirement hourly rate of pay with no PERA reduction for the following school year and may be approved for additional years. An Urgent Bus Driver Shortage Situation is defined as the District having 20% or more of its conventional, special needs, and standby route packages open/unbid or as determined by the Director of Transportation for operational needs.

If there is an urgent bus driver shortage, it will be determined by May 1 for the following school year.

Revised: February 15, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Reduction in Force, *Policy 4560*

CDL Drivers

Layoffs, should they occur, shall be done inversely according to the driver's seniority as a Cherry Creek bus driver, i.e., last hired shall be first laid off. Recall shall be made according to seniority as a Cherry Creek bus driver prior to layoff.

Non-CDL Drivers

Layoffs, should they occur, shall be done inversely according to the non-CDL driver's seniority as a Cherry Creek non-CDL driver, i.e., last hired shall be first laid off. Recall shall be made according to seniority as a Cherry Creek non-CDL driver prior to layoff.

Bus Assistants

Layoffs, should they occur, shall be done inversely according to the Cherry Creek bus assistant seniority list, i.e., last hired shall be first laid off. Recalls shall be made according to the last bus assistant seniority list prior to layoff.

Revised: April 14, 2023

Adopted: June 12, 2023

Effective: July 1, 202

Compensation, Benefits, and Leave Information

2023-2024 CCTEA Compensation MOU

The District and CCTEA agree to the following compensation for the 2023-2024 school year, effective July 1, 2023.

CDL and Non-CDL drivers who are eligible for a salary increase will receive a step plus a 5.75% COLA increase. For drivers who are at the max for steps, the increase will be in the form of a one-time payment to equate to the total increase.

Bus Assistants will receive an 8% COLA. If an 8.0% increase places an employee beyond the position's 2023-2024 wage range maximum, the employee will receive a comparable percentage increase to reach the new wage range maximum and will receive an additional one-time payment to equate to the total increase of 8.0%.

Effective for Bus Assistants only, the cap of internal experience and total credited experience will be increased up to 21 years of relevant experience. The hourly wage of Bus Assistants who are impacted by this change will be adjusted effective July 1, 2023. This placement adjustment will be completed first, and their placement in the range as of July 1, 2023, will be adjusted by the 8% increase.

Effective July 1, 2023, Bus Assistants will receive five paid holidays. This number will be increased to a total of nine, with the addition of four additional paid holidays effective July 1, 2024, for the 2024-2025 school year.

Effective July 1, 2023, vacation hours will no longer accrue for bus drivers. Current bus drivers who qualify for vacation accrual will be considered legacy employees under Policy 4555. If they qualified for vacation accrual as of June 30, 2023, they will receive a lump sum payment at the end of the school year, until they separate from the District. This lump sum amount will be equal to the maximum current payout they would have received in the 2022-23 school year based on their Package Hours per day, years of service, and hourly wage rate on the CCTEA Step Schedule as of June 30, 2023.

The dollars associated with these payouts will stay within the bargaining unit for future years' compensation and will be presented as a separate piece of the compensation package.

For example: A Bus Driver who has been with the district for 10-14 years and had a route/package that consisted of 8 hours per day, would receive 10 hours of vacation per month. That equates to 120 hours of vacation for the year. If the Driver is on Step 7, their hourly wage rate would be \$27.06, and would yield an annual payout of \$3,250

Created: May 17, 2023
Adopted: June 12, 2023
Effective: July 1, 2023

Compensation, Policy 4541
CDL and Non-CDL Hourly Step Chart Effective July 1, 2023

STEP	WAGE RATE	
	CDL Bus Driver	Non-CDL Bus Driver
1	\$23.18	\$18.70
2	\$24.08	\$19.43
3	\$24.99	\$20.16
4	\$25.89	\$20.89
5	\$26.80	\$21.62
6	\$27.70	\$22.34
7	\$28.62	\$23.09
8	\$29.50	\$23.80
9	\$30.41	\$24.53
10	\$31.31	\$25.26
11	\$32.22	\$25.99
12	\$33.12	\$26.72
13	\$34.05	\$27.46

2023-2024 Bus Assistant Wage Range

ESP RANGE	MINIMUM	MIDPOINT	MAXIMUM
5	\$17.74	\$21.90	\$26.06

Longevity Pay

The following longevity pay will be granted to eligible employees as additional salary to be paid in a lump sum the month of their anniversary date. This will not be included in base pay. Years of service must be continuous in a benefit eligible position with Cherry Creek School District. The employee must work 120 days or more during each year of service in order to be eligible for longevity.

If an employee retires from Cherry Creek School District with a PERA (Public Employees Retirement Association) benefit requiring separation of employment for 30 days prior to rejoining the District, they will no longer be eligible for longevity pay after separation.

Longevity Pay Schedule

YEARS	ANNUAL PAYMENT
10	\$600
11 to 12	\$700
13 to 14	\$800
15 to 16	\$1,000
17 to 18	\$1,100
19	\$2,000
20	\$2,200
21+	\$2,200

1. Members serving on designated committees (for example and not limited to Accident Review, Safety, MERC, Handbook, Compensation Committee, CEC) will be paid at the employee's hourly rate. Attendance at committee meetings is required for compensation.
2. A newly hired driver will receive credit, not to exceed step seven (7) for previous passenger bus driver experience. The driver will be placed at the appropriate wage step.
3. All bus drivers will be paid on a monthly basis for hours worked. These hours may vary based on routes chosen and additional hours worked. Pay will include route hours for that pay period and additional hours submitted on the weekly timecard submitted by the transportation due date for that pay period.
4. A staff member who is transferring into a driving position shall receive up to their years of driving experience worked with CCSD, not to exceed step thirteen (13) (i.e., twelve years of credited driving experience). All individuals transferring to a driving position shall be placed at the appropriate wage step and will be placed at the bottom of the seniority list as determined in Policy 4511.

A newly hired non-CDL driver will receive credit for experience, not to exceed pay step seven (7). When a current CCSD bus assistant with at least six (6) years of service is being transferred to a non-CDL driver position, they shall be placed at a minimum of step seven (7). If their current pay is higher, then they shall be placed at the next higher pay step.

Effective for Bus Assistants only, the cap of internal experience and total credited experience will be increased up to 21 years of relevant experience.

Revised: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Travel Reimbursement, *Policy 4010*

On the recommendation of the Superintendent, the Board of Education shall authorize the payment of traveling expenses. Payment at the official District rate per mile shall be made for any employee or member of the Board of Education while conducting official District business. Claims for payment shall be made in the manner prescribed by the Superintendent acting in accordance with established State funding requirements.

Adopted: January 10, 1983

Effective: January 1, 1983

Professional Growth, Policy 4530

Classified staff shall be encouraged to participate in approved professional growth activities. The Cherry Creek Board of Education shall provide each fiscal year the sum of \$42,500 to be used by classified staff, applying for funds, to defray the cost of such activities. This fund will be closed at the end of each fiscal year with any remaining funds returned to the General Fund. Temporary classified personnel will not be eligible for funds. The Classified Employee Council reserves the right to make the final decision on approval of funds. The Director of Classified Employees in Human Resources, or designee, will act in an advisory capacity in approval of fund expenditures.

1. Goals/Aims

The Professional Growth Policy provides for classified staff to participate in professional growth activities, and to assist individuals with the cost of professional growth experiences that relate to classified staff job descriptions. Professional growth will add to our District value of improving the organization continuously and should be documented in the employee's yearly evaluation. These funds should be utilized to provide the greatest benefit to all classified staff.

The goals/aims are to:

- a) Encourage individuals to keep current with changes in the technology of the school business world and explore new methods of school business operations.
 - b) Stimulate learning and encourage individuals to upgrade their skills, gain new skills, and/or refine techniques to enable them to prepare for increased responsibilities.
- #### **2. Application Process – Individual**
- a) An individual may apply for professional growth funds at any time during the school year, July 1 through June 15.
 - b) To receive reimbursement, the professional growth activity must meet at least one of the goals/aims listed above.
 - c) An application form (Administrative Procedure 4530.1) must be completed before any request for reimbursement can be considered.
 - d) An individual may not be reimbursed for more than \$500 in any given school year (exclusive of a group sponsored professional growth experience). Funds are available on a first-come, first-served basis.
 - e) Application Procedure after Completion of Course: The applicant must provide an application, copy of course prospectus or outline, verification of payment, and evidence of satisfactory completion.
 - f) Courses under \$25 each should be combined, where possible, and classes submitted together.
 - g) Classes that meet during normal work hours must have approval of the individual's immediate supervisor prior to application.
- #### **3. Approval Process – Classified Employee Council**
- a) The committee will review all applications monthly.
 - b) The Council will determine a meeting place and time for the purpose of considering professional growth requests.
 - c) The Committee will respond to all requests.
 - d) The Committee may not grant more than \$500 to an individual in any fiscal year for professional growth activities covered under this procedure exclusive of group sponsored professional growth activities.

- e) Applications will be processed on a first come first served basis until all funds are depleted. Preapproval of funds may be granted to reserve funds for classes that occur/are completed late in the year. If a class is cancelled or the employee does not pursue taking the class, notification must be provided to the Director of Classified Employees in Human Resources in order to release those funds for other use.
- f) If there are sufficient funds, they may be used for speakers, films, rental of space and other related expenses necessary to conduct group sponsored professional growth activities.
- g) The Committee may also grant up to \$500 per fiscal year to an individual classified employee to sponsor group professional growth activities of primary interest to his or her department or to other classified employees having similar positions. All classified employees must be invited and most of the attendees must be classified employees. Reimbursement is similar to individual professional growth. The \$500 limit does not reduce the amount the sponsoring classified employee may spend on his or her own individual professional growth.

When the activity/class is complete, fill out entire application form, attach course description documentation, copy of proof of payment, verification of completion of class, and send one copy of the application packet to the Director of Classified Employees in Human Resources. Application form is available online in electronic form.

Revised: February 10, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Insurance, Policy 4044

Insurance

The Board of Education supports the idea that employees should be insured against personal and professional risks and in this regard will cooperate with staff members or representatives thereof in the development and administration of such a program. The Board of Education shall protect the staff and program against undue invasion of the school day by insurance agents by not allowing such agents to solicit employees during the school day. Principals shall not allow materials from solicitors to be placed in mail boxes of employees or in school areas where employees may assemble.

Revised: August 11, 1997

Adopted: August 11, 1997

Effective: July 1, 1999

Insurance Premiums for Employees on Unpaid Leave of Absence, Policy 4044.1

To make certain that no lapse in insurance coverage occurs when any eligible District employee is on approved unpaid Leave of Absence, the following procedure should be followed:

1. Eligibility
All employees who are eligible for the District's insurance program according to Board policy will be eligible according to the Insurance Carrier Contract to purchase medical, dental and vision coverage while on Leave of Absence.
2. Enrollment
To continue participation while on leave, an employee must notify the Benefits Office of desired coverage(s).
3. Premiums
Premiums for employees on leave shall be the current rates in effect without any District contributions.
4. Premium Collection
 - a. Premiums shall be paid on a monthly basis and shall be paid to the Benefits Office.
 - b. Monthly billing statements will be sent to each employee who is on an approved unpaid leave of absence and who elects to continue their health coverage.
5. Termination of Coverage
 - a. An employee on leave whose payment of premium is in arrears will be dropped from coverage and may not re-enroll without successfully completing the Insurance Carrier Contract requirements for re-enrollment during the annual open enrollment.
 - b. The death of the employee on leave will cause termination of all coverages.
 - c. A voluntary withdrawal from participation in this plan shall terminate coverage for employees on leave.

Approved by Superintendent Robert D. Tschirki, June 24, 1998.

Benefits, Policy 4544

1. Eligibility

Eligible employees may participate in the benefits plans effective the first of the month following thirty (30) days of employment.

Cherry Creek Schools is committed to providing affordable and comprehensive health benefits to employees. Effective July 1, 2020, the District and negotiating groups have agreed to one shared cost rate system for full time employees (24 hours per week and above) regardless of step or employee classification. This rate structure will also have part time (20 hours per week to 23.99 hours per week). The dual employee option is for full time employees whose spouse also works full time for the District. The shared cost rate structure will make the cost of coverage more equitable across employee groups. In lieu of cafeteria dollars, eligible employees will have the option of enrolling in the HDHP6000 and receiving dollars in the form of Health Savings Account (HSA) contributions from the District. The HSA contribution amounts are as follows: full time employee only shall receive \$3000, full time family shall receive \$6000, part-time employee only shall receive \$1500, part time family shall receive \$3000.

Casual drivers are eligible for health benefits per Affordable Care Act regulations. The District utilizes the look back method. Those drivers working 30 hours or more per week on average over the course of a school year will be eligible for benefits the next year. The rate schedule will be determined on their average number of hours per week.

Grandfathered Pre-06 Cash Back Dollars

Employees who were eligible for benefits during the 2005 – 2006 school year and continuously thereafter and who have converted any remaining cafeteria dollars to additional compensation during June 2020 shall have up to this same monthly cash back amount converted to additional monthly pay until they separate from the District.

2. Premium Deposit Account

- A. The District agrees to maintain a Premium Deposit Account (PDA) in order to provide a reserve of funds to mitigate future insurance premium increases for all employees.
- B. Expenditures
The District's insurance committee must approve all expenditures from the PDA under the following conditions:
- C. PDA Funding Sources
 - i. For purposes of this provision the term "benefits dollars" shall include all unspent or unused money allocated to the eligible employee.

- ii. Beginning with the 2001 school year, all money received from the insurance carrier's performance guarantee payments and any additional money received from the insurance carrier in the form of a rebate or refund will be placed into the PDA.
- iii. Beginning with the 2006 - 2007 school year, any benefits dollars unused or unspent shall be placed into the PDA.

D. Annual Reporting

The District will provide the Association with an accounting indicating the amount of money received from the PDA funding sources identified in (C)(a) and (C)(b) above, any expenditure of the PDA funds, as approved by the insurance committee and, the amount of any PDA funds carried over from year-to-year.

3. Life Insurance

The District will provide at no cost to the employee, a District-approved group term life insurance plan of \$75,000 for bus drivers working twenty (20) hours per week or greater.

4. Long-Term Disability Insurance

The District will provide at no cost a District-approved long term disability insurance plan.

5. Liability Insurance

Bus drivers shall be included under the provisions of the District liability insurance.

Revised: March 24, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Absences and Leaves, Policy 4551

1. Leave Time

The employee shall notify their supervisor prior to taking leave. Except in the case of illness or emergency, the employee shall notify their supervisor as much in advance as possible, but not less than 24 hours prior to taking leave.

Leave may be used for illness of the employee/the employee's family, health appointments, or personal business. Leave is not intended for recreational use or to extend holidays or any breaks/vacations. Violation could result in docked days at the employee's per diem.

Bus Drivers

Effective July 1, 2018, bus drivers working full time (with an awarded package of 30 hours or more) shall receive 14 days of leave annually. Bus drivers working part time (an awarded package of greater than 20 hours and less than 30 hours) shall receive 7 days of leave annually. Leave time is to be allocated after packages are awarded at the beginning of the school year. Leave time may accumulate to an unlimited number. New hires will have leave pro-rated based on time yet to work in the year.

Bus Assistants

Leave will be accrued at a rate of one hour for every fifteen (15) hours worked and may be accumulated to an unlimited number. This number shall include previously accumulated sick leave.

2. Leaves of Absence

a. Temporary Leave

Temporary leaves of absence without pay may be granted to an employee at the discretion of the Director of Transportation providing that relief drivers are available and workload balance allows the temporary leave. Temporary leaves are limited to no more than four (4) weeks.

b. Extended Leave

The Director of Transportation and the Assistant Superintendent shall accept and review applications for extended (four (4) weeks or more) leaves of absence. Their recommendations shall be forwarded to the Superintendent for recommendation to the Board of Education.

c. A driver may apply for a leave of absence without pay for one (1) year if elected president of the Association without loss of seniority. This leave may be extended on application to the Board of Education.

d. Other Leaves

Employees may apply for leaves of absence without pay for service in public office, permitted by law; for first-year care of an infant; or for improving physical or mental health; or for any condition covered by the Family and Medical Leave Act.

e. Application for Leave

An employee shall normally make application for leave at least one (1) month in advance of the date of the beginning of the leave, except that an employee requesting leave for improving health may apply at any time. This provision also applies to applications for extension of leave.

Revised: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Leave Request Procedures, *Administrative Procedure 4551.1*

The following steps should be followed in applying for a leave of absence from the Cherry Creek Schools:

1. Request a leave request form from the CCSD Transportation Department or the Office of Human Resources.
2. Discuss with your supervisor the intended request for a leave of absence.
3. Complete the form, have it approved by your supervisor, and enclose all supportive documentation.
4. Submit the completed form to the Director of Transportation.
5. The recommendation shall be forwarded to the Office of Human Resources.
6. If the leave is recommended by the Office of Human Resources, it will then be presented to the Board of Education for consideration.
7. The Office of Human Resources will notify the applicant of the action of the Board of Education.
8. If the leave is approved, contact the Office of Human Resources to discuss your insurance benefits and other actions you may need to take.

Approved by Superintendent Jim Huge, February 13, 1989

Revision approved by Superintendent Monte C. Moses, August 14, 2006

Military Leave, Jury Duty Leave, Subpoenaed Witness, *Policy 4051*

1. Leave of Absence for Active Military Duty for Training
 - a. An employee, who is a member of a reserve component of the United States military services or a member of a National Guard Unit, shall be granted leave for up to fifteen days of active duty for training in any year.
 - b. Such military training leave shall be granted with pay if the training takes place during an employee's regular contracted or assigned work time. Such sums as shall be paid by the military for salary while on training leave shall be reimbursed to the District up to that amount which equals the employee's normal salary or wage for the day(s) in question.

Should the amount paid by the military exceed the employee's normal salary or wage paid by the District, the employee may keep such excess.

c. A copy of the employee's orders will accompany the request for leave. The provisions of Colorado Statute shall apply.

2. Military Leave

An employee who is involuntarily inducted into active military service shall, upon request, be granted a leave of absence without pay by the Board of Education for the period of involuntary service. A copy of the employee's orders will accompany the request for leave. The provisions of Colorado Statute shall apply.

3. Leave of Absence for Jury Duty

All regular employees and all regular part-time employees under court orders for jury duty shall be granted leave of absence with pay. Such sums as shall be paid by the court, minus expenses, shall be forwarded to the school district if jury duty occurs on a contracted day. The employee shall supply documentation of absences and amount of compensation.

4. Subpoenaed Witness

Any employee subpoenaed as a witness in a court case involving the Cherry Creek School District shall be granted leave with pay unless said employee is the plaintiff in the case.

Adopted: November 14, 1983

Effective: January 1, 1984

Vacation, Policy 4555

Effective July 1, 2023, vacation hours will no longer accrue for bus drivers. Current bus drivers who qualify for vacation accrual will be considered legacy employees under Policy 4555. If they qualified for vacation accrual as of June 30, 2023, they will receive a lump sum payment at the end of the school year, until they separate from the District. This lump sum amount will be equal to the maximum current payout they would have received in the 2022-23 school year based on their Package Hours per day, years of service, and hourly wage rate on the CCTEA Step Schedule as of June 30, 2023. The dollars associated with these payouts will stay within the bargaining unit for future years' compensation and will be presented as a separate piece of the compensation package.

For example: A Bus Driver who has been with the district for 10-14 years and had a route/package that consisted of 8 hours per day, would receive 10 hours of vacation per month. That equates to 120 hours of vacation for the year. If the Driver is on Step 7, their hourly wage rate would be \$27.06, and would yield an annual payout of \$3,250.

Revised: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Holidays, Policy 4556

1. Holidays shall be identified by the Chief Human Resources Officer after the adoption of the school calendar by the Board of Education. Employees will be paid their average weekly hours on those holidays. Normally, the holidays would include the following:

Drivers:

12-month employees

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day Before Christmas
Christmas Day
Day after Christmas

9-month employees

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Bus Assistants: 2023-2024 School Year

Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Jr. Day
Labor Day

2. On any designated paid holiday drivers will be paid their package hours plus one and one half (1 ½) times their hourly wage for actual hours worked. Any work performed on a Sunday will be paid at one and one half (1 ½) times the driver's hourly rate.

Revised: May 17, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

Sick Leave Bank, Policy 4562

a. Introduction

The purpose of the Sick Leave Bank is to provide for a limited income continuation in conjunction with other benefit plans in case of extended absences due to disability resulting from illness or injury, which renders the member incapable of working.

b. Membership

1. Initial Enrollment

All classified employees who earn leave will be eligible to join the Sick Leave Bank after one year of employment in an eligible group. All eligible employees with one year of employment or more will be automatically enrolled on their anniversary date unless they have declined/opted-out in writing. When an employee is enrolled, they will contribute eight (8) hours of leave to the bank.

2. Re-Enrollment

Any eligible employees who wish to join the Sick Leave Bank after their first year of eligibility will contribute two (2) days upon joining. Such membership may only be made

during the month of October using the appropriate forms. The two (2) required days of leave shall be donated from their account upon enrollment in the Classified Employee Council (CEC).

3. Contributed Days

Days contributed or assessed become part of the bank and no longer count toward the individual member's current or accumulated leave.

4. Dropping Membership

A member may terminate membership in the Sick Leave Bank by completing the required form (Administrative Procedure 4562.3) provided by the CEC. However, the days contributed by the member may not be withdrawn.

c. Sick Leave Bank Operation/Procedural Guidelines

1. Governance

Daily operation of this bank will be by the Benefits Office in the Office of Human Resources, who will determine eligibility and usage of the bank. The CEC will oversee administration of total hours and hours used.

2. Operation

- i. The minimum number of days in the bank will be one hundred and fifty (150).
- ii. Should the number of days drop below the minimum, the CEC will take necessary action to raise the balance above the minimum. The CEC will have the authority to assess an additional day from each member. Days will be assessed in increments of one (1) additional day of current or accumulated leave from each member.
 - (a) Inability to contribute, within a school year, will not prohibit individuals from being a member for the remainder of that school year unless the member affirmatively drops membership in the bank.
 - (b) Any members who were unable to contribute the assessed day(s) and did not affirmatively drop membership in the bank will have the assessed day(s) deducted from their current or accumulated leave during the following year.
- iii. If an assessment is deemed necessary, all members will be provided an opportunity to terminate their membership prior to the assessed day being deducted from their current or accumulated leave.
- iv. If the CEC feels that the bank cannot be funded adequately with the present membership or a more suitable plan is found, the CEC, in conjunction with Human Resources, can vote to terminate the bank. If the Sick Leave Bank is terminated, days remaining on the bank's records will be cancelled. Days will not be returned to the members of the Sick Leave Bank.
- v. Members may contribute more days to the bank up to their leave balance amount.
- vi. This administrative procedure will be reviewed at least once each year.

d. Maximums / Minimums

1. A member in any single rolling year may be granted up to forty-five (45) days.
2. Any member will be assessed up to two (2) deduct days at per diem in connection with an application or illness in any single year.
3. If the balance of days in the Sick Leave Bank drops to one hundred and fifty (150) or below, members being granted days will continue to receive days. All new applications to the Sick Leave Bank will be put on hold until the CEC takes action to alleviate the situation. If the balance should reach zero (0) all days will cease to be granted, as the bank cannot operate in a deficit.

e. Granting of Days / Application Process

The term “day” is defined as a full workday. Days may be granted from the Bank only after the member requesting Sick Leave Bank days has used all his/her current and accumulated leave.

1. The first two (2) days of leave after the member has exhausted his/her accumulated leave will not be covered by the bank.
2. At the member’s request, the two (2) deduct days may be spread over two (2) pay periods.
3. Upon acceptance by the Long-Term Disability (LTD) carrier, the two (2) deduct days will be reimbursed to the member.
4. When a member becomes eligible to receive benefits from the District-approved LTD program, the member will no longer be eligible to receive days from the Sick Leave Bank. (Eligibility for LTD begins sixty (60) calendar days from date of disability resulting from illness or injury that renders the member incapable of working.)
5. Days from the Sick Leave Bank will be approved for extended illness and/or disability of a member only. Days will not be granted for a member to care for someone else who is ill or disabled.
6. Application for use of days must be made by the member to the Benefits Office in the Office of Human Resources any time prior to needing the days but not later than sixty (60) calendar days after the member returns to work. Applications submitted at a time outside these limits will not be considered. Requests should include all of the following:
 - i. A licensed physician’s verification that the illness or disability is total and renders the employee incapable of working; and
 - ii. a medical leave of absence; and
 - iii. a Sick Leave Bank application form.
7. The Benefits Office will have the authority to request additional information, including a request to the Superintendent to use Policy 4047 (Physical/Mental Examination).

8. Coincident with approval of days, the approved number of days will be deducted from the Bank. All days granted from the bank, but not used, will be restored to the bank.
9. Requests for less than full days of disability will be considered when:
 - i. The member is engaged in a rehabilitation/recovery program directed by a licensed physician; and
 - ii. the member's supervisor and/or building principal has approved a partial return to work.
10. A member who uses days from the bank will not be required to repay such days except as a regular contributing member of the bank.
11. The CEC will make available, by request to classified employees, a summary of action taken on requests and other information deemed appropriate. Information pertaining to specific individuals will be kept confidential within the Office of Human Resources. A representative of the Office of Human Resources will maintain a current record of days contributed and days used.
12. All necessary forms are located on the CCSD Benefits page.

Revised: February 10, 2021

Adopted: June 23, 2021

Effective: July 1, 2021

Workers' Compensation, Policy 4012

As required by law, Cherry Creek School District carries Workers' Compensation insurance covering all employees of the District. Should an employee be injured while at work and the accident is within the scope and course of his/her employment, he/she is entitled to the benefits provided by the Workers' Compensation Law provided that such injury is reported to the employee's immediate supervisor as soon as practicable.

Information concerning the Colorado Workers' Compensation Law will be posted in each building.

Proposed: May 12, 1980

Adopted: June 9, 1980

Workers' Compensation Claims Procedures, Administrative Procedure 4012.1

The Cherry Creek School District is self-insured through the Joint School Districts' Workers' Compensation Self Insurance Pool. An employee who sustains a work-related injury or disease which is directly attributable to the employee's job, trade, occupation, or position may qualify for medical and/or wage loss benefits under the Colorado Workers' Compensation Act.

Workers' Compensation claims are administered and adjusted by a third-party administrator.

The purpose of the procedures is to establish the required reporting, timelines, and forms to be used for the reporting and handling of Workers' Compensation accidents. **Visit the Risk Management Department page in the Backyard/my.cherrycreek for current Workers Compensation information and forms.**

Revised: April 14, 2023

Adopted: June 12, 2023

Effective: July 1, 2023

General Information
Employee - Board of Education Relationships, Policy 4002

1. The Board of Education of the Cherry Creek School District is always accessible to employees and employee representatives of the District.
2. As a general rule, any topic necessitating official action should first be submitted to the Office of Human Resources before being placed on the agenda.

Revised: June 10, 2002
Adopted: June 10, 2002
Effective: July 1, 2002

Publication of Articles, Policy 4003

All staff members are encouraged to submit original articles for publication. Manuscripts dealing with programs of the Cherry Creek School District shall be reviewed and approved by the Superintendent.

Proposed: January 12, 1981
Adopted: February 9, 1981

Political Activities, Policy 4006

Except as provided in Colorado statute no employee of the Cherry Creek School District shall use his/her position or the facilities of the District to promote political objectives. As a protection to the District from persons who may desire to use the schools for the purpose of disseminating political propaganda, no written materials shall be circulated or posted on school property without the approval of the building principal. Copies of all materials referred to in the foregoing paragraph, receiving the approval of the building principal, shall be filed with the Superintendent of Schools.

Proposed: January 12, 1988
Adopted: February 9, 1988

Organizational Membership, Policy 4013

No contract or other employment arrangement executed or made by and between the school district and employee shall require, by inference or otherwise, that said employee pay dues or belong to any group or organization.

Proposed: May 12, 1980
Adopted: June 9, 1980

Activity Tickets, Policy 4043

All District personnel will present their District/School issued photo ID at home games of athletic contests for the employee and accompanying immediate family to enter for free. Does not include post-season games.

Proposed: May 23, 2012
Adopted: August 13, 2012
Effective: July 1, 2012

Physical and Mental Examinations and Alcohol and Controlled Substance Testing, Policy 4047

Employees of the Cherry Creek School District are subject to physical and mental examinations and alcohol and controlled substances testing prior to and during employment. The following provisions of this policy set forth the circumstances and conditions when such examinations and testing will be required:

A. Physical Examination - All Employees

After recommendation for employment, but before employment commences, candidates for employment may be required to take and pass such physical and mental examinations as may be prescribed by the District. Results of such examinations shall be reported on forms provided by the District, or forms acceptable to the District, and shall be filed in the Office of Human Resources. All examinations shall be at the sole cost and expense of the candidate.

B. Required Examination During Employment - All Employees

1. The Superintendent or designee may require any employee within the District to submit to a physical or mental examination, when he/she has reasonable suspicion to believe:
 - (a) the welfare of the employee, students or other employees justifies such examination; or
 - (b) that the employee's ability to perform his or her duties is impaired due to physical or mental reasons.

The District will pay the cost of the examination which shall be conducted by a physician of the school district's choice. However, in the event the employee desires to utilize a personal physician, subject to the approval of the Superintendent, to satisfy the employee's examination requirement, the employee may do so provided the examination can be conducted within such time as may be reasonably required by the District. In such event, the private physician will be paid by the District an amount equal to the amount usually and customarily paid by the District to the physician selected by it.

Following the examination, a written report shall be issued by the physician.

2. As a condition of continued employment with the District, all employees consent to a chemical test of their blood, urine or breath upon request of the Superintendent or designee. This test shall be ordered in the event the Superintendent or designee has reasonable suspicion to believe that the employee is under the influence of alcohol or drugs, or in the event of a reasonable suspicion that the employee's ability to perform his or her duties is impaired by the use of alcohol or drugs. The employee will be allowed up to thirty minutes to obtain representation of his/her choice. Any such tests shall be conducted at any hospital, clinic, or facility properly equipped to administer such tests and shall be performed by any doctor, nurse or technician properly qualified to administer such tests. The employee may not select the physician or technician to administer the tests. All such tests shall be paid for by the District.

The term drugs, as used herein, shall include, but not be limited to, those substances defined in CR5. 12-22-30 1 et. seq., known as the Colorado Controlled Substance Act of 1981.

- (a) The failure or refusal of an employee to submit to any test required in paragraph 2 above, or to submit to and obtain the examinations required in paragraph 1 above, shall constitute insubordination, and shall result in:
 - (1) immediate suspension without pay, except as required by Colorado Statute, and,
 - (2) termination of employment being recommended to the Board of Education.

3. Alcohol and Controlled Substance (Drugs) Testing for Commercial Driver's License (CDL) Employees

- (a) The Omnibus Transportation Employee Testing Act of 1991 (the "ACT") and Department of Transportation rules, procedures and regulations (the "Regulations") require that the District conduct pre-employment/pre-duty, random, reasonable suspicion, post-accident, return to duty and follow-up testing of all District employees required to obtain a Commercial Driver's License ("CDL").
- (b) All alcohol and controlled substance testing performed under and pursuant to this Section C, will be conducted in accordance with federal regulations, the Act and procedures adopted by the District.
 - (1) Controlled substance testing will be conducted by means of a urine specimen collected and tested by a laboratory certified by the U.S. Department of Health and Human Services.
 - (2) Alcohol testing will be conducted using an evidential breath-testing device.
 - (3) Employees will not be entitled to have testing performed at a location or by an individual or facility other than that designated by the District. However, a split sample of the urine test for controlled substances will be available for the employee pursuant to District policy and federal regulations in the event the sample tested is confirmed positive.
 - (4) An employee may not refuse to submit to alcohol and/or controlled substance testing under this Section C. Refusal shall result in immediate suspension of employment without pay and recommendation of termination to the Board of Education.

C. The required testing under this Section C will be conducted at the District's expense and as follows:

- 1. Pre-employment testing shall be administered to all applicants offered a position in the District requiring a CDL prior to the first time the employee performs any safety-sensitive functions for the District.

2. Random alcohol testing shall be conducted at any time period surrounding the performance of safety-related functions, which includes just before or just after the employee performs the safety-related function. Random controlled substance testing shall be performed anytime while the employee is at work.
 3. Reasonable suspicion testing will be conducted of any employee when a determination and observation is made by a trained supervisor and he has a reasonable suspicion to believe any employee has violated the District's policies and/or federal regulations relating to alcohol or controlled substance use or possession.
 4. Post-accident testing will be conducted on any employee involved in an accident which results in the loss of human life or if the employee receives a citation for a moving traffic violation arising out of an accident.
 5. Return to duty testing will be required prior to an employee being reinstated, if at all, after an employee has tested positive for prohibited alcohol concentration levels or the presence of a controlled substance and after the employee has undergone an evaluation by a substance abuse professional except as noted in No. 6 below.
 6. Follow-up testing will be required of any employee identified by a substance abuse professional as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty.
- D. Records of all tests will be maintained and kept confidential in accordance with District procedures and federal regulations.
- E. All affected employees and employee organizations will be provided with educational materials which explain the requirements of this Section C, the District procedures and federal regulations related thereto.
- F. The District encourages all employees with any alcohol abuse or controlled substance use to seek assistance through a Substance Abuse Professional (SAP) and will provide employees lists of individuals and organizations providing this service. Unless otherwise provided by law or District policy, the District is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate an employee terminated for violations of District policy relating to the use or possession of alcohol or controlled substances.
- G. Any employee who is determined, as the result of any of the required alcohol or controlled substance testing, to have violated any District policy relating to the use or possession of alcohol or controlled substances shall, consistent with state and federal law and District policies, be subject to disciplinary action, including termination of employment.

Revised: December 12, 1994

Adopted: January 9, 1995

Communicable or Life-Threatening Diseases, *Administrative Procedure 4047.2*

A. Purpose

This procedure establishes a mutually beneficial process between an ill employee and the District to insure that the health or safety of the employee, students and other employees is protected.

B. Identification of Ill Employees

Employees affected by a communicable or life-threatening disease or illness may be identified through self-report, or on the basis of the District having a reasonable belief that a staff member is ill. Reasonable belief would exist in, but is not limited to, situations where the employee's health is observed to be deteriorating to the point of interfering with the performance of his/her duties, the employee displays persistent physical symptoms of illness, where the District becomes aware of a diagnosis of such an illness or disease, or where there is other reasonable evidence of the existence of such disease.

If a supervisor has been informed or has reasonable cause to believe that an employee is affected by a communicable or life-threatening disease or illness, the supervisor will immediately notify the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources or his/her designee may confer with, but not limited to, the supervisor, the Executive Director of Instruction for that school, the staff member, and the Superintendent of Schools for determination of fitness as provided in Section D below.

C. Verification of Illness or Disease

The Assistant Superintendent of Human Resources or designee will take reasonable steps to verify the existence or non-existence of a communicable or life-threatening disease. This will be determined by a review of medical reports, files, diagnostic testing, hospital records, and/or consultation with physicians or other medical personnel as may be deemed necessary.

D. Determination of Fitness for Continued Duty

In the event an employee is affected by a communicable or life-threatening disease or illness, recommendations regarding the employee's fitness for continued duty and contact with students and other staff will be made on a case-by-case basis by the Assistant Superintendent of Human Resources. The recommendations will be based on, but not limited to:

1. Medical reports regarding the condition of the employee;
2. the type of duties and interaction in the work place required of the employee in performance of his/her assignment;
3. the impact of continued employment on the affected employee, students and others in the work place;
4. consideration of "reasonable accommodations" in the employment of the affected employee pursuant to Section 504 of the Rehabilitation Act when applicable, and
5. input and recommendations from public health officials and others.

Recommendations will be submitted to the Superintendent of Schools for review and action.

E. Return to Duty

If an ill staff member is determined to be fit for continued duty, the supervisor will be informed of the employee's medical condition, the reasonable accommodations and precautions, if any, to be observed in the work setting, and any other factors that would warrant the reconsideration of continued duty. A regular schedule of medical examinations or evaluations for continued employment may be required.

F. Termination of Employment

If a staff member is determined to be unfit for continued duty, he/she will be entitled to the use of accumulated paid sick leave, sick leave bank provisions (if applicable), and medical leave of absence as outlined in district policy.

After all leave options are exhausted and the employee is still not deemed fit to resume duties, employment will be terminated by the employee's resignation or retirement, or by Board of Education action including initiation of dismissal proceedings under applicable Colorado Statute or District policies subject to the usual appeals by the employee.

G. Confidentiality

All information gained by the District through the application of this procedure, including the identity of an employee, will be treated as confidential except as necessary to implement this procedure. Information will not be released publicly by officials of the school district without the written consent of the affected employee.

The adoption of this procedure does not create any right claim or cause of action against the District or its employees where such right claim or cause of action does not otherwise exist in the absence hereof.

Approved by Superintendent Jim S. Huge, June 13, 1988

Drug-Free Workplace, Policy 4048

The unlawful manufacture, possession, use or distribution of illicit drugs, as defined by law, marijuana, and alcohol on school district premises or as part of any of the school district activities is specifically prohibited.

Observance of this policy is mandatory and a condition of employment. A violation shall subject the employee to appropriate disciplinary sanctions (consistent with local, state and federal law), including suspension and up to and including termination of employment and referral to the appropriate law enforcement agency for prosecution. A disciplinary sanction may include completion of an appropriate rehabilitation program.

Drug and alcohol counseling and rehabilitation and re-entry programs may be available through the District. The District encourages affected employees to seek assistance.

Each employee will be provided with a copy of this policy which sets forth the expected standards of conduct and the disciplinary sanctions which may be imposed as a result of a violation of this policy.

Pursuant to the provisions of federal law, any employee who is convicted of or pleads guilty or nolo contendere (no contest) to any criminal drug statute for a violation occurring in the workplace, shall notify the Superintendent or his designee within five days after the conviction. The District has the obligation and shall notify the appropriate Federal agency within 10 days after receiving notice of such conviction or plea if there is a relationship between federal funds received by the District and the convicted employee's work site.

The Board of Education shall conduct a biennial review of its drug and alcohol abuse prevention programs to determine the programs' effectiveness, to implement required changes if necessary, and to insure that disciplinary sanctions are consistently enforced.

Proposed: June 28, 2013

Adopted: August 12, 2013

Effective: July 1, 2013