OESPA-CBLT

Tuesday, February 7, 2017 8:30 a – 2:15 p OESPA Office

~ AGENDA ~

8:30 Update from Central Support 36 new applicants completed this past week's training

8:45 Discuss the Bid Process

Guests: Bill Wen & Cindy Mendez

Combo Bonus (Maybe a TA?)

CBLT

Break ~~ 10:00 - 10:20 ~~

10:20	Paid FMLA	OESPA
10:45	Personal Leave (Increase # of days from 6 to 8)	OESPA
11:10	Schedule CBLT meetings for May & June	CBLT
11:30	Review assignments for Sub-committeesProvide missing information	OESPA

-- Co-chairs to collect contact information & schedule 1st meeting

Sub- COMMITTEE	Topics	MEMBERS	Co-Chairs & Contact #s	1 ST MEETING DATE & LOCATION
Human Resources (HR)	 Article X, H – Layoff Language Article XIII, B – Rest Periods & Lunch (clarify) Attendance Policy (New Language) 	1. Almeda Jefferson 2. Cesar Molina 3. Steve Huckeba 4. Cindy Mendez 5. Lindsay Bowlin 6. Patricia Walker 7. Ron Pollard 8. Helen Tyree 9. Glarsnell Jean-Charles 10. Bria Williams 11. Robin Bolden 12. Norwood Wilkerson 13. Melissa Pfeiffer- Hermann	Stephanie Heron 407 317-3200 x: 200-2132 Shandel Williamson Contact#s:	

SUB- COMMITTEE	TOPICS	MEMBERS	CO-CHAIRS & CONTACT #S	1 ST MEETING DATE & LOCATION
Safe Driver	■ Appendix D	 Bill Wen Mike Barnett Steve Huckeba Patricia Walker Ron Pollard Earnestine Hixson Terrance Saunders Sherry Smith Mary Goodrich Loraine Warden Ken Pratt Melissa Pfeiffer- Hermann 	Patricia Walker 407 317-3337 option 1 Warren Davis Contact#s:	

SUB- COMMITTEE	Topics	MEMBERS	CO-CHAIRS & CONTACT #S	1 ST MEETING DATE & LOCATION
Finance & Comp	■ Compensation for 2017-18	 Elizabeth Silva Lindsay Bowlin Almeda Jefferson Jim Surguine Patricia Walker Theresa Harter- Miles Ron Pollard Yolanda Adams Robin Bolden Florina Mitchell Shandel Williamson Warren Davis Tonya Daley 	Elizabeth Silva 407 317-3200 x: 200-2172 Name: Contact#s:	

*** Lunch *** 11:50 – 2:15

2:15 Meeting Adjourned

Meeting Schedule for January – April, 2017

Date	Location	Time
Tuesday, March 7, 2017	Pine Hills Compound	8:30 a – 4:00 p
Tuesday, April 4, 2017	Edgewater HS	8:30 a – 4:00 p
Thursday, May 4, 2017	TBA	
June		

OESPA Bargaining February 7, 2017 OESPA Offices

Minutes

The following notes represent a summary of the discussions that took place during the OESPA-CBLT on February 7, 2017.

Update from Central Support

Kevin Ballinger

- Central Support continues with training classes.
 - Last week 36 new applicants finished the 1 week training program. This is the 2nd class of graduates
 - First class was 46, this class was 36 for a total of 82 applicants, now employees of OCPS
 - Vacancies were 100 when the training began in January. We are quickly closing the gap.
 - We anticipate the subsequent classes will be smaller.
 - Julio: with this new training program, custodians are being trained properly now.
 Safety issues are addressed in all the classes.
 - a) New employees understand the consequences of actions/non-actions.
 - b) They learn techniques on how to properly to do job better.
 - This training provides a multi-pronged approach where safety is paramount to all modules of training.
 - Fresh, new energy is being infused into the custodial work force because these new employees are very enthusiastic about becoming an OCPS employee and having employee benefits.
 - This program is proving to be a real success on all points.
 - Plans are underway to provide this and other types of training for all the custodians staff.
 - Question:

Why did the 2nd class have such fewer attendees?

Answer:

The vetting process (Fingerprinting, drug testing) weeded out some of the would be candidates for the second class. The target was to have 35-40 applicants per class but it may not always work out that way.

Question (Jennifer): How is the morale with the existing employees regarding these changes and the training? Answer (Julio):

We can see that vacancies are being filled, custodians are getting help to do the work. Even with the training, the employees are still having to learn the job but we are seeing a difference and the difference is positive.

- Kenrick: please come back in 6 months or so to give us an update with respect to vacancies and the data you have gathered by then.
- Question (Melissa):

How are you choosing which vacancies you fill with these new employees? Answer (Kevin):

Most of the trainees were working as temp labor at a particular work location. Once they complete the training, they return to this school only now, they aren't temp labor, they're OCPS employees. Those trainees that didn't meet that criteria, we used them to fill vacancies at work locations with the most vacancies.

We're looking at vacancies now to determine when we need to schedule another class.

Bid Process

Cindy Mendez-Tindal & Bill Wen

- Guests presenters were Cindy Mendez-Tendal & Bill Wen to walk through the bid process and hear discussions regarding contract language for the bid process
 - The bid process is outlined on the Transportation web site.
 - Bill: we are here to listen to what concerns there are with the bid process.
 - Kenrick: distributed OESPA's proposal of contract language regarding the bid process (see attachment #1)
 - Currently, the contract has language in Appendix B. Section L
 "Transportation shall maintain a standard operating procedure for posting and filling open trips. This procedure shall be included in the Transportation Services
 Operations Handbook."
 - The citation in the handbook references Route Bid process listed in Operating Procedure 104.
 - OESPA's proposal takes the language which is on the Transportation website and makes changes to it and is submitting it as their proposal for contract language.
 - The documents are 2 different documents.
 - Kenrick:
 - a. Some employees say they are more senior but they are not getting the chance to bid first.
 - b. Putting this language in the contract will give a clear expectation for the employees regarding the bid process.
 - c. The handbook and website along with contract language all need to say the same thing.
 - d. Only open routes are in the bidding process.

- e. There needs to be consistency for what happens to drivers when routes are changed in the middle of the "season" or when administrative moves occur and drivers are moved to another route. Drivers can bid at the next bid opening.
- f. OESPA wants to make sure that there is contract language for ER to follow when administrative moves take place.
- Patricia: ER makes decisions as per management rights when it deems it necessary to move a driver. Moves are not punitive and the driver is kept whole.
- Melissa: What is currently in the contract makes employees believe they have seniority rights and it is confusing. Having language in the contract would clarify the process so there would be no question. This does not diminish management rights.
- Kenrick: this would really improve your position as managers.
- Policy changes as the Operating Procedures change. They are working conditions for the employee and the Union has to fight those changes. There needs to be clarity and we are open for flexibility.
- Patricia: Appendix B clarifies how transportation seniority differs from OCPS districtwide seniority.

Question:

If the issue is the bid process vs being taken from the route, how does the proposed language addresses this? Any time there is a change, it has to be bid?

Answer: (Melissa)

The bid process calls for seniority.

- Bill: we will go back and make sure the website and the Operating Manual are consistent with each other.
- Patricia: we would like to take this proposal under consideration. We'd like to place it on the agenda for the March CBLT meeting for more discussion.

Combo Bonus Bill Wen

- There was discussion around bonuses for drivers who do combo routes to cover for other drivers who call in.
 - Bill: drivers don't come to work and when they call in we still have to get kids to school. We use sub drivers but we still have open routes every day. We want to reward the drivers that help us out by driving these combo routes. We modeled this reward approach to the way we compensate paras when they sub for a teacher that is out.
 - Combos driven on a Tuesday, Wednesday or Thursday would receive an extra \$10 for am route and \$10 for a pm route.
 - Combos driver on a Monday or a Friday would receive an extra \$15 for am route and \$15 for a pm route.
 - A combo would be described as anything above and beyond their assigned route resulting from a driver not coming to work.

- Question: (Ron Pollard) Would \$10 be enough?

Answer: (Bill)

Yes, drivers are doing it now with no extra pay.

- Appendix B. Section A: A bus operator's paid hours shall include all hours worked.
 Hours worked shall be defined as: scheduled route time, extra time, and field trips. A scheduled route time shall include pre-trips, post-trips, and all regular route time.
- Question:

What is the difference between the combo and extra time? Answer:

The drivers are picking up parts of another route.

- This proposal is intended to reward those who are pulling the extra load resulting from call out drivers. We hope it will serve to incent call out drivers to come to work.
- Radio relief drivers will not be eligible for combo bonus because:
 Their positions are designed to cover the routes of call out drivers.
 Their paygrade is already a paygrade higher than that of the bus operator.
 Offering them the combo bonus would be like paying them twice for the same purpose.
- Question:

How will combos be tracked to ensure drivers receive pay for their combo runs? Answer:

We are creating a form that will track when a combo is assigned, to which driver it was assigned, etc. This form will be turned into Payroll so the driver can be paid.

- _ Questions: (Kenrick)
 - 1. What time frame are we considering for this?
 - 2. Can it be withdrawn?
- 3. How do we ensure that the extra work is assigned in a fair process? Answer: (Bill)

The distribution will be in the areas where the kids need transportation and they will be assigned based on who is available to pick-up the students. We want to make sure that we have all of the procedures in place which before we roll this out but we're looking to have this in place for the 2017-18 school year.

- There was consensus that we continue with these discussion, work on putting together some language explaining how the program will operate, the duration, etc.
 We can bring it back for the March meeting.
- OESPA would like to have the district look at incentives for maintenance as well for when they work nights and weekends. Jim will craft scenarios for vetting at this table for March.

Food service is expanding hours for many of their employees from 5 to 6 and 7 hours.

FMLA Lori Cook

- FMLA reported as follow-up from the last meeting.
 - Kenrick requested information of the number of people out on FMLA each year for the last 3 years.
 - Kenrick explained how he envisioned a Paid FMLA benefit would work.
 - a) FMLA gives an employee 12 weeks of unpaid leave time; the paid would run concurrent with the unpaid.
 - b) At the end of your 12 weeks, the employee would be assured he/she could return to their job or a very similar job.
 - c) The cost of the employee's wages while on this 12-leave would be shared by the employer and the employee would pay for a percentage of the employee's leave wages.
 - d) This plan would provide a great benefit for employees on maternity leave or child care leave or to take care of a family member.
 - e) No one is immune from this happening to them and their having a situation similar to this from happening to them.
 - f) During the CTA conversation about this same topic, a concern was brought up that it would hurt the sick leave bank.
 - g) We understand that this is a very complicated process and don't expect it to be finished tomorrow. We stress the idea of cost sharing
 - h) Monetary contributions to this fund from which paid FMLA would come could be contributed by the employee each pay period and the district could then match this contribution.
 - i) This fund for the paid FMLA would be set up like the Sick Leave Bank pool.
 - j) The administration of the plan would be extensive and would likely have an administrative cost associated with it.
 - k) There may be an option to pay the insurance premium for the employee on paid FMLA. We'd have to check with Beth in Insurance on this.
 - Kenrick will bring back data from other companies, government agencies, school districts, etc.

Personal Leave

- There was discussion around increasing the number of personal leave days employees can use from their sick leave balance.
 - OESPA wants to look at increasing the number of personal leave days the employees can use from their sick leave balance from 6 days to 8 days.
 - Patricia provided a reference from the Florida Statute regarding this topic. (See FS 1012.61)

- In 1988, the number of personal days allowed was 4 days. This is referenced in contract language.
- In 1994 the number of personal days increased from 4 to 5.
- 1995 went it increased from 5 to 6 days. This is referenced in contract language.
- Kenrick will pull state legislative notes as to whether the 6 days is a floor or ceiling and see if, in the intent of the language when written, would allow for flexibility for the district to do more.
- Kenrick says that once employees use all their 6 days they just call in sick. The additional days may give them more opportunity to be truthful
- This is no cost to the district since the overall number of sick leave days awarded the employee would remain unchanged.
- Personal leave requires advanced approval but if requested with appropriate advance notice, does not require that the employee disclose what they want to use this time to do.
- District: We do need to have some clarification of what constitutes vacation.
- Adding 2 additional personal days as an option for employees could create a shortage of staff. Management may have to say no to some personal leave requests. Adding these additional days does not necessarily solve the problem of employees using sick when they can't get personal leave. That's an attendance issue.

Subcommittee Work

 Members of the sub-committees were assigned and corrections made to the membership rosters. Dates were scheduled by the committee chairs for their first meeting.

Next CBLT Meeting Dates

- Tuesday, March 7 at Pine Hills Transportation Compound
- Tuesday, April 4 at Edgewater HS
- Thursday, May 4 at Magic Way, Room 626

EGA Proposed Language for End Process

TA#	
MOL	J #

January 19th, 2017

OESPA Proposal (Transportation Annual Bid Process)

- 1. All bus operator and bus monitor routes shall be posted and filled by seniority, by compound, prior to the pre-school meetings with area managers. This process will shall be conducted on separate days, based on seniority appointment time and monitored by no more than four union representatives. The union and management will shall meet prior to bidding to discuss the bid process. All bidding shall be performed during non-work hours and employees shall not be paid for time spent conducting bids. Bus operators/bus monitors not present (or who do not participate in the bid process) shall be administratively placed on a route from a list of routes not assigned during the bid process.
- 2. A probationary bus operator or probationary bus monitor may bid on their first route from a list of posted routes approved by management. The bus operator or bus monitor cannot bid again on any route while on probation. Probationary bus operators or bus monitors may also be administratively placed on a vacant route for the duration of their probation period.
- 3. All route postings shall include the designated bus compound, assigned manager, bus number, the schools served, location of stops, route numbers and the starting and ending times of the route. All routes, however, are subject to change by the routing department, based on program changes, as well as the addition or deletion of stops that have a financial or safety impact to the District. For routes posted that required a bus monitor, the posting shall include the name of the bus operator who was awarded the bid.
- 4. If a route becomes available, it will shall be posted and awarded but will shall not take effect until the successful bidder has completed the seating chart, registration forms and student safety referrals for his or her current route. Bus operators and/or bus monitors who are awarded bids during the period of FEFP shall remain on their routes until the close of the FEFP count period.
- 5. During the school year, all vacant routes shall be posted and bid upon on a monthly quarterly basis with the vacancy posted no later than the first Monday, following the vacancy. The route shall remain posted for at least five (5) workdays.
- 6. A list of bid dates shall be posted prior to the beginning of the school year <u>and a copy provided to the union concurrent with the posting.</u> Routes shall be awarded to the bus operator or bus monitor with the most seniority. The successful bidder shall be notified of his or her selection within three (3) workdays after the monthly bid process closes. The successful bidder must remain on the awarded bid for a minimum of 90 calendar days before being eligible to bid again on vacancies and new routes.
- 7. If a route becomes available during the last six (6) weeks of school, it will shall be filled by a permanent substitute for the remainder of the school year. The route shall then be posted in accordance with item 1 of this procedure, for the beginning of the next school year.
- 8. All buses will shall be assigned to the routes by Fleet Services personnel in order to equalize mileage and age of the existing fleet. Bus numbers will shall be placed on routes prior to the bidding process.

- 9. If routes are consolidated by the routing department due to reduction in service needs, the bus operator with the most seniority will shall be given the consolidated route. The other bus operator will be required to bid on the next available cycle. If that cycle falls within the 90 calendar day window, the rule will shall be waived in order that the bus operator can bid on a new route.
- 10. Bus operators and/or bus monitors who are on an extended leave of absence shall not be permitted to bid on a route until they return to work with no restrictions that would keep them from performing all the essential functions of their job responsibilities.
- 11. Bus operators and/or bus monitors who have been placed on a CIP (Classified Improvement Plan) for attendance issues will not be allowed to bid until they have fulfilled the requirements of the plan.
- 4211. Bus monitors shall be placed based on IEP requirements for the students and are therefore subject to have their routes changed based on student placement.
- 4312. In the case of a seniority "tie", a deck of cards will shall be used to determine the winner. In the event of more than two (2) individuals with the same date, all will shall draw a card and the winner shall be determined by the highest card. Aces and jokers shall be removed from the deck.

Upon award of the bid, the bus operator/bus monitor is to familiarize themselves with the run.

Transportation Bid Route

Transportation Services Operating Procedure No. 104

March 1, 2001 (Revised July 19, 2004 July 2005 June 2006 July 2007 July 2009 July 2010 August 2010 September 2010 August 2011 July 2013

July 2014 July 2015)

Route Bids

PURPOSE: Establish the procedures for route bidding for bus operators and bus monitors.

- During the school year all open routes shall be posted for bidding four times; August,
 October, January and April. An open route includes:
 - Newly created routes
 - Routes vacated by retirement or termination
 - Routes vacated by previous bid
 - Routes whose bus operator or bus monitor is on an extended long term leave, no longer receiving payment from OCPS payroll or sick bank and FMLA eligibility has expired.
 - Routes that do not have a probationary bus operator or bus monitor
- A list of bid dates shall be posted prior to the beginning of the school year. All route postings shall include the route number, bus number, manager, parking location, approximate route time, schools served and location of stops. The routes shall remain posted for at least 5 work days and close at 4:00pm on the 5th day.
- 3. All routes <u>are subject to change</u> by the routing department based on program changes, as well as the additions and deletions of stops that have a safety or financial impact to the District.
- 4. Routes shall be awarded to the employee with the most seniority. For the bidding process the seniority date used is the first day in a benefited position with transportation. If you have a break in service with transportation your seniority for the bidding process will change to reflect your new benefited date. In case of a seniority "tie", a deck of cards will be used to determine the winner. A card will be drawn for each bidder and the winner shall be determined by the highest card. Aces and jokers shall be removed from the deck.
- Bus operators and monitors who bid shall be notified of their bid result within five (5)
 working days after the bid process closes. Once you have been awarded a bid you are
 REQUIRED to take that route.
- 6. New bus operators and bus monitors will be administratively placed, when possible, on a vacant route for the first 60 calendar days of their probationary period. After the 60 days have been met the probationary bus operator or bus monitor may bid on the next open route bid. Any administratively assigned open routes will be posted once the probationary bus operator or bus monitor has fulfilled the required 60 calendar days. Probationary bus monitors may change due to the IEP requirement of the students.

Operating Procedure No. 104 Continued

- 7. Awarded bids will not take effect until the successful bidder has completed the seating chart, registration cards, student safety referrals and cleaned their bus for their current route. Bus operators or bus monitors who are awarded bids during the FEFP count period shall remain on their routes until the close of the count period. Upon award of the bid, the bus operator or bus monitor is to familiarize themselves with the route and complete a dry run prior to taking it over. Bus operators must use a school bus when completing dry runs. This allows the bus operator to observe and report conditions and hazards to the school bus.
- 8. Bus operators or bus monitors who are on an extended leave of absence or worker's compensation shall not be permitted to bid on a route until they return to work full duty with no restrictions that would keep them from performing all the essential functions of their job responsibilities.
- If routes are consolidated by the routing department due to reduction in service needs, the bus operator or bus monitor with the most seniority will be given the consolidated route. The other bus operator or bus monitor will be required to bid on the next available cycle.

NOTE: If a route becomes available after the last bid in April, it will be filled by a permanent substitute for the remainder of the school year. The route shall then be posted in accordance with item 1 of this procedure, for the beginning of the next school year.

Horida Statute 1012.61. Sick leave Seck Leave 3 Personal

Florida Statute 1012.61. Sick leave

Days

(1) ELIGIBILITY.—Any member of the instructional staff or any other employee of a district school system employed on a full-time basis in the public schools of the state who is unable to perform his or her duty in the school on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his or her own household, and consequently has to be absent from his or her work shall be granted leave of absence for sickness by the district school superintendent or by someone designated in writing by the district school superintendent to do so.

- (2) PROVISIONS GOVERNING SICK LEAVE.—The following provisions shall govern sick leave:
 - (a) Extent of leave.—
 - 1. Each member of the instructional staff employed on a full-time basis is entitled to 4 days of sick leave as of the first day of employment of each contract year and shall thereafter earn 1 day of sick leave for each month of employment, which shall be credited to the member at the end of that month and which may not be used before it is earned and credited to the member. Each other employee shall be credited with 4 days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for 1 day of sick leave for each month of employment, which shall be credited to the employee at the end of the month and which may not be used before it is earned and credited to the employee. However, each member of the instructional staff and each other employee is entitled to earn no more than 1 day of sick leave times the number of months of employment during the year of employment. If the employee terminates his or her employment and has not accrued the 4 days of sick leave available to him or her, the district school board may withhold the average daily amount for the days of sick leave used but unearned by the employee. Such leave may be taken only when necessary because of sickness as prescribed in this section. The sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave which a member of the instructional staff or an educational support employee may accrue, except that at least one-half of this cumulative leave must be established within the district granting such leave.
 - 2. A district school board may establish policies and prescribe standards to permit an employee to be absent 6 days each school year for personal reasons. However, such absences for personal reasons must be charged only to accrued sick leave, and leave for personal reasons is noncumulative.

OESPA-CBLT MEETING Tuesday, February 7, 2017 8:30 AM – 2:00 PM

OESPA OFFICE SIGN-IN SHEET

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	CONTACT PHONE#	Supervisor Name	WL NAME	POSITION TITLE	NAME	PIN

OESPA-CBLT MEETING

Tuesday, February 7, 2017 8:30 AM — 2:00 PM OESPA OFFICE

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OESPA-CBLT MEETING Tuesday, February 7, 2017 8:30 AM – 2:00 PM OESPA OFFICE

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SUB-COMMITTEE MEMBERSHIP AND CONTACT INFORMATION SUB-COMMITTEE NAME: Soft Driver

SUB-COMMITTEE NAME: SOFTE LYNVEV

CO-CHAIR: Patricia Walker CO-CHAIR: NOVYEN DAVY PIN Willson Mendez Molissa Prifer-Hermann Ron Pallard NAME Sub-re lift Oespa Pres VniServ TITLE CONTACT INFO: (407) 317-3337 0011 CONTACT INFO: 407 558-1165 mans Ron. Pollardofforidaen. org WORK LOCATION 47 761-7883 9510-882-10h 4072980756 CONTACT #S